Superior Court of California
County of Calaveras

Monica L. Alemán
Court Executive Officer

DROP BOX POLICY

The Court will accept documents for filing and payments between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except court holidays, in the drop box located near the security control station. Pursuant to Calaveras Superior Court General Order No. 18-05, items left in the drop-box will be processed as follows:

- Documents deposited in the drop-off box must be in a sealed envelope and accompanied by the appropriate filing fee or fine payment. If you fail to include the proper fee or fine payment, your documents may not be processed.
- Cash payments for filing fees and fines should be made in person in the Clerk's Office during our normal operating hours, see our web site for hours of operation. The Court is not responsible for cash payments left in the drop-box.
- The Court will conform up to three (3) copies of each document submitted for filing. The Clerk will return the copies via regular mail if provided with a self-addressed envelope, stamped with sufficient return postage.
- Pleadings deposited in the drop box prior to 4:00 p.m., Monday through Friday, except court holidays, will be deemed filed on the date of deposit if accompanied by the appropriate filing fee.
- Payments deposited prior to 4:00 p.m., Monday through Friday, except court holidays, will be retrieved by a clerk at 4:00 p.m., received in as of the date of deposit.

PLEASE NOTE:

- **The drop box should not be used if you are requesting Temporary Restraining Orders based on Domestic Violence or Civil Harassment.**

- **Other matters requiring immediate judicial attention should never be placed in the drop- box.**