SUPERIOR COURT OF CALIFORNIA

COUNTY OF CALAVERAS

FILED
OCT 11 2018
Clerk of the Court
Superior Court of California
County of Calaveras
By _____ Deputy

GENERAL ORDER RE: USE OF DROP BOX TO FILE DOCUMENTS AND MAKE PAYMENTS TO THE COURT

General Order No. 18-05

Pursuant to California Rules of Court, Rule 2.210 the Court will accept documents for filing and payments between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, except court holidays, in the drop box located by court security screening area, subject to the following terms and conditions:

- Documents deposited in the drop 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 between the hours of 8:15 a.m. and 4:00 p.m. Monday through Friday, except Wednesday between the hours of 8:15 a.m. and 3:00 p.m. and court holidays. 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.

Dated: 10-11-18

Timothy S. Healy

TIMOTHY S. HEALY, PRESIDING JUDGE