GENERAL ORDER NO. 20-03

FILED

MAR 18 2020

Clerk of the Court
Superior Court of California
County of Calaveras
By _____, Deputy

GENERAL ORDER OF THE

CALAVERAS COUNTY SUPERIOR COURT

RESPONSE TO COVID 19 (NO.1)

WHEREAS, IT IS THE MISSION OF THE Calaveras County Superior Court to provide equal justice for all, and

WHEREAS, the Court's values are to provide equal justice in a timely, consistent and professional manner,

WHEREAS, the Superior Court of Calaveras County (Court) continues to closely monitor the Novel Coronavirus (COVID-19) situation. The Court is applying guidance from the Federal Centers for Disease Control and Prevention (CDC), California Department of Public Health, Calaveras County Health and Human Services Agency and the Judicial Council of California to mitigate the impacts of the COVID-19. The Court is assessing its response to the crisis as new information becomes available. Any modifications to Court operations will take into consideration the health and safety of the public, justice system partners and employees while protecting liberty and due process rights.

NOW, THEREFORE IT IS ORDERED as follows:

- Effective ***Thursday, March 19, 2020***, all Clerk's Counters will be closed to the public. Services provided at the Clerk's Counters will be accessible as follows:

- **Drop Box** – A drop box is located in the public entrance and is available Monday thru Friday 8:15-4:00pm. **Filings** presented to the Court may be placed in the drop box. Filings placed in the drop boxes after 4:00 p.m. will be filed by the Court on the next Court business day. When placing a document in the drop box, a self-addressed stamped envelope must be attached for the court to return the filed documents. The most current contact information must be included on the document.

- Parties may also file documents using **Odyssey® eFileCA** that allows users to easily open court cases and e-file documents directly to the Court anytime and from anywhere — 24 hours a day, seven days a week, 365 days a year.

Additional information can be obtained on the Court's website at http://www.calaveras.courts.ca.gov/.

- If a Request for Ex-Parte Hearing or Application for Immediate Hearing is granted, the requesting party will be notified by a Court clerk and arrangements will be made to obtain a copy of the signed document.

- **Payments** - Payments can be made by mail, via drop box with check, money order or cashier's check or on-line https://cacalaverasportal.tylerhost.net/Portal/. Please do not send cash.

- **Record Search Requests** – Requests may be submitted by mail, fax (209)-754-6296 or email records@calaveras.courts.ca.gov.

- **General Information** – Please refer to the Court's website at http://www.calaveras.courts.ca.gov/ for information regarding services, calendars and divisions. For information on how to contact the Court by phone or email visit http://www.calaveras.courts.ca.gov/info/contact.

- Effective ***Thursday, March 19, 2020,*** the Office of the Family Law Facilitator / Self-Help Center will be closed to in-person assistance. All clinics and workshops are cancelled. Self-Help staff will be available to assist members of the public via email and telephone at (209)754-1443 only.

- **Mediation** – Mediation will be conducted via conference call. The Court clerk will contact parties to make arrangements.

- The above modifications will remain in place until further notice

Dated: 3-18-2020

Hon. Timothy S. Healy
Presiding Judge, Calaveras Superior Court