

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF MENDOCINO**

FILED

JAN 04 2013

In Re:

CIVIL DROP BOX - UKIAH

CLERK OF MENDOCINO COUNTY
SUPERIOR COURT OF CALIFORNIA

STANDING ORDER
2016-12

Effective March 30, 2015 the Superior Court of Mendocino County hereby adopts a policy to allow litigants and attorneys filing civil, family law, probate, and juvenile pleadings in Ukiah to drop their documents into a drop box in lieu of standing in line at the clerk's window. The drop box will be located on the main floor of the Ukiah courthouse and parties may drop their pleadings throughout the business day.

Pleadings dropped will be handled as follows:

- All original documents must be stamped with the date and time the documents are dropped on the back of the last page. (An electronic time stamp shall be provided and located on top of the drop box.)
- Documents that are date and time stamped before 4:00 p.m. will be filed as of the date received (CRC § 2.210).
- Documents that are date and time stamped after 4:00 p.m. will be filed the next business day.
- Documents that are *not* date and time stamped will be filed the next business day regardless of when the documents were placed in the drop box.
- Documents shall be in order and securely clipped together or placed in an envelope. Documents not in order, not clipped together, or not in an envelope shall be returned un-filed.
- Checks or money orders, with the appropriate fees, shall be securely fastened to the front of the documents. Cash shall NOT be dropped with pleadings in the drop box.
- The clerk will conform three (3) copies of each document (Local Rule 3.7) and will return the conformed copies via the inter-office mailboxes located in room 107 or by regular mail if a self-addressed stamped envelope is provided. If a courtesy copy is required for the filing (Local Rule 11.4) and has not been provided, the clerk will retain one conformed copy as the courtesy copy.
- Incomplete documents, loose documents, documents without the appropriate filing fees (if applicable), or documents deposited in error will be returned unprocessed.

- Matters requiring immediate judicial attention (i.e. requests for temporary orders, requests for restraining orders based on domestic violence or civil harassment, ex parte filings, etc.) should not be deposited in the drop box.
- Documents dropped in the drop box will be removed by the clerk each business day at 8:30 a.m. and at 4:00 p.m. for processing.
- Documents deposited in the drop box in lieu of being filed directly with the clerk are left at the risk of the filing party and the Court assumes no responsibility for statutory deadlines.

This standing order shall expire on December 31, 2016.

Dated: 1/4/16



JOHN A. BEHNKE
Presiding Judge of the Superior Court