San Joaquin Superior Court
Juvenile Traffic & Juvenile Delinquency
Clerk's Office Drop Box

- **Documents placed in the drop box by 4:00 pm are deemed filed the same day. See CRC 2.210(b)**
- **Documents placed in the drop box on a non-court day or after 4:00 p.m. on a court business day are deemed filed on the next court day. See California Rule of Court 2.210(c)(1) below.**
- **If you do not have a pick-up box in the Clerk's Office, you must include a self-addressed stamped envelope for the return of your copies.**
- **Please include the proper fees, payable by check, money order, or credit card payment. Do not deposit cash in the drop box. Please make checks or money orders payable to <u>San Joaquin County Superior Court</u>. To pay by credit card, use the Drop Box Payment Form provided. This form is also available on the Court's website.**
- **Make sure your original document and copies are placed in a sealed envelope or securely clipped together.**
- **Please retain a copy of the documents you place in the drop box for your records.**

Rule 2.210. Drop box for filing documents

(a) Use of drop box

Whenever a clerk's office filing counter is closed at any time between 8:30 a.m. and 4:00 p.m. on a court day, the court must provide a drop box for depositing documents to be filed with the clerk. A court may provide a drop box during other times.

(b) Documents deemed filed on day of deposit

Any document deposited in a court's drop box up to and including 4:00 p.m. on a court day is deemed to have been deposited for filing on that day. A court may provide for same-day filing of a document deposited in its drop box after 4:00 p.m. on a court day. If so, the court must give notice of the deadline for same-day filing of a document deposited in its drop box.

(c) Documents deemed filed on next court day

Any document deposited in a court's drop box is deemed to have been deposited for filing on the next court day if:

(1) It is deposited on a court day after 4:00 p.m. or after the deadline for same-day filing if a court provides for a later time; or

(2) It is deposited on a judicial holiday.

(Subd (c) amended effective January 1, 2007.)

(d) Date and time documents deposited

A court must have a means of determining whether a document was deposited in the drop box by 4:00 p.m., or after the deadline for same-day filing if a court provides for a later time, on a court day.

Advisory Committee Comment

The notice required by (b) may be provided by the same means a court provides notice of its clerk's office hours. The means of providing notice may include the following: information on the court's Web site, a local rule provision, a notice in a legal newspaper, a sign in the clerk's office, or a sign near the drop box.