

**Corte Superior del Condado San Joaquín**  
**Caja Para Archivar Documentos con el Secretario del Departamento**  
**Juvenil (Trafico/Criminal)**

- **Documentos colocados en la caja no mas tardar de las 4:00 p.m. serán archivados el mismo día.**
- **Documentos colocados en la caja después de las 4:00 p.m. o en un día que la corte no está abierta, serán archivados el siguiente día que la corte está abierta. Vea la Regla de Corte 2.210 (c)(1) debajo.**
- **Si usted no tiene un espacio designado para recoger sus copias en la oficina del secretario, tendrá que incluir con sus documentos un sobre con su dirección para regresarle sus copias.**
- **Asegúrese de incluir el pago con su(s) documento(s). El pago puede ser cheque personal, giro postal, o tarjeta de crédito. NO deposite efectivo en esta caja. Para pagar con cheque personal o giro postal, haga el pago a nombre de San Joaquín County Superior Court. Para pagar con tarjeta de crédito, complete el formulario que está disponible en el sostenedor debajo. El formulario para pagar con tarjeta de crédito se puede encontrar en la página web de la corte.**
- **Asegúrese de que sus documentos estén bien asegurados o en un sobre sellado.**
- **Mantenga una copia de los documentos colocados en la caja para que tenga copias de lo que entregó para archivar.**

## 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.