

# FAMILY LAW & PROBATE DROP BOX

The Family Law and Probate drop box is available between 8:00 a.m. and 4:00 p.m., Mondays through Friday, except for Court holidays.

You **MUST INCLUDE** a self-addressed stamped envelope (SASE) with up to two (2) copies for the return of any conformed copies. If a SASE is not included, or there is insufficient postage, copies and/or rejected documents will be held by the clerk on the 4<sup>th</sup> Floor. **Copies not picked up within 30 days will be shredded.**

The following guidelines are established for using the drop box:

1. Any documents placed in the drop box by 4:00 p.m., if accepted for filing after review by the clerk, will be deemed filed that same day. [See CRC, Rule 2.210(b).]
2. Any documents deposited after 4:00 p.m., if accepted for filing after review by the clerk, will be filed and processed on the next Court business day.
3. Incomplete documents or documents deposited in error will be rejected and will not be deemed filed.
4. 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 **San Joaquin County Superior Court**. To pay by credit card, use the Drop Box Authorization Form provided below. This form is also available on the Court's website.
5. Make sure your original document and copies are placed in a sealed envelope or securely clipped together.
6. Please retain a copy of the documents you place in the drop box for your records.