



PDF / FAX Filing Directory

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 (Surcharges of \$20.25 to \$69.25 may apply in some areas)
 No charge for courtesy copies. No charge for status calls. No charge for trips back to court.

Clerk's Office hours and Cut-Off Times listed are for PDF/Fax Filings. Refer to the notes under each section for additional information about eFiling

Alameda			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: sfcourt@firstlegal.com Phone: 415-626-3111
Alameda - Shoreline (Family Law)	2:30 PM	1:00 PM	
Berkeley (Probate)	2:30 PM	1:00 PM	
Oakland - RCD (Civil)	2:30 PM	1:00 PM	
Oakland - WWM	2:30 PM	1:00 PM	
Hayward (Civil)	2:30 PM	1:00 PM	
Pleasanton	2:30 PM	1:00 PM	
San Leandro	2:30 PM	1:00 PM	
Federal Courts:			
Northern District Court - Oakland	2:30 PM	1:00 PM	
Northern Bankruptcy Court - Oakland	2:30 PM	1:00 PM	
<i>Note: Alameda Superior has a drop-box available from 2:30-4pm. Our preferred cutoff for this drop-box is 3pm. Oak Street only houses departments. All filings are handled through RCD clerk's office on Fallon Street. The USDC in Oakland has a drop-box available from 4:00-5pm. Preferred cut-off time for the USDC drop-box is 3:30pm. Documents dropped for both Superior and USDC are file stamped the day submitted provided there are no issues or problems with the documents. USDC documents are generally ready the next business day, ACSC can take up to 3-5 business days to process.</i>			
Alpine			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Markleeville	4:00 PM	11:00 AM	
<i>Note: There is a drop-box in the clerk's office however it closes at 4:00pm.</i>			
Amador			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Jackson	M-Th 2:30 PM; Fri 12:00 PM	M-Th 12:00 PM; Fri 9:30 AM	
<i>Note: There is a drop-box available and the cut off is 2:30 PM</i>			
Butte			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Chico	4:00 PM	2:00 PM	
Oroville	4:00 PM	12:00 PM	
<i>Note: The Paradise location of Butte County has closed. All services for this court are handled from Chico and Oroville. Chico handles all Probate Cases, General Civil (including Small Claims, Unlawful Detainers, Limited and Unlimited Cases) and Traffic. Oroville handles all Butte County Misdemeanors & Felonies, Appeals, Civil Harassments, Family Law (including Family Support cases), Infractions, Small Claims, Juvenile Law, Traffic and Unlawful Detainers. "Courtesy Copies" are only accepted if specifically requested by the Judge. For more information, please visit the Court's website. Mandatory eFiling for Unlimited Civil. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm</i>			
Calaveras			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
San Andreas	3:00 PM	12:00 PM	
Colusa			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Colusa	5:00 PM	3:00 PM	
Contra Costa			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: sfcourt@firstlegal.com Phone: 415-626-3111
Martinez (Civil Limited & Unlimited)	3:00 PM	1:30 PM	
Concord	3:00 PM	1:30 PM	
Pittsburg	3:00 PM	1:30 PM	
Richmond	3:00 PM	1:30 PM	
Walnut Creek	3:00 PM	1:30 PM	
<i>Note: Contra Costa Superior has an option to drop-box between the 1:00 - 5:00 p.m. for most locations. View the Court's website for each location. The drop-box cut off time is 3:00 pm. Documents dropped can take 2-3 days to process.</i>			
Del Norte			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Crescent City	5:00 PM	3:00 PM	
El Dorado			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*+	FLCP - Sacramento (Placerville & Cameron Park)
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Placerville (Family Law - Criminal)	3:00 PM	1:30 PM	
Cameron Park (Civil)	3:00 PM	1:30 PM	
South Lake Tahoe	3:00 PM	1:00 PM	

Note: All Civil Filings go to Cameron Park. There is an option to drop-box between 3:00 - 4:00 p.m. at that location. For cut-off times, please contact your local office. Documents dropped can take up to 2-3 business days to process. Placerville only handles Family, Criminal and Recordings. South Lake Tahoe goes to Forwarding

Fresno

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Fresno Downtown Courthouse	M-Th 3:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
BF Sisk Courthouse	M-Th 3:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
M Street Courthouse	M-Th 3:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
Superior Court Archives	M-Th 3:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
Fresno Juvenile Delinquency	M-Th 3:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
Federal Courts:			
Eastern District Court - Fresno	4:00 PM	3:00PM	
Eastern Bankruptcy Court - Fresno	4:00 PM	3:00PM	

*Note: The BF Sisk Court has a drop box option, which is available until 5pm.
Mandatory eFiling for Unlimited Civil, Family & Probate. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm
The Federal Courts do not have a drop box available.*

Glenn

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Willows	3:00 PM	12:00 PM	
Orland	3:00 PM	12:00 PM	

Note: "Courtesy Copies" are only accepted if specifically requested by the Judge.

Humboldt

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Eureka	2:00 PM	12:00 PM	
Federal Courts:			
Northern District Court - Eureka	2:00 PM	11:30 AM	

Note: The State Court has a drop-box available between 2:00 - 4:00 p.m. Documents dropped can take up to 2-5 days to process. The Federal Court in Eureka does not accept filings. All filings for USDC need to be presented to the clerk at the San Francisco location. This location only has a Court Room. Courtesy copies are accepted up until 4:30 p.m.

Imperial

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Brawley	4:00 PM	1:30 PM	
El Centro	4:00 PM	2:30 PM	
Winterhaven	4:00 PM	1:30 PM	

Notes: No drop box available for the State Courts in this county. They also no longer accept courtesy copies.

Inyo

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Independence	M-T, Th-Fri 4:00 PM; W 11:00 AM	M-T, Th-Fri 1:00 PM; W 10:30 AM	
Bishop (Dept 4)	M-T, Th-Fri 4:00 PM; W 12:00 PM	M-Th 1:30 PM; F 10:00 AM	

Notes: Independence location drop box cut off time is 2:00 pm.

Kern

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Metropolitan Division	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Metro. Division - Justice Building	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Metro. Traffic Division	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Juvenile Justice Center	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Arvin/Lamont Branch	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Delano/McFarland Branch	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Mojave Branch	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Ridgecrest Branch	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Shafter/Wasco Branch	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:00PM; Fri 10AM	
Taft/Maricopa Branch	4:00 PM	12:00 PM	
Federal Courts:			
Eastern District Court - Bakersfield	4:30 PM	1:30 PM	

Note: The Kern Superior Courts have a drop-box available in all locations until 5:00 p.m. Documents dropped take up to a week or two to process. For more information and cut-off times, please contact your local FLSS office. The Federal Court in Bakersfield does not accept filings. There is a Court Room at this location only. They do accept Courtesy Copies up until 4:30 p.m. All filings for USDC in this area are processed in Fresno. Mandatory eFiling for Civil case types. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm

Kings

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Hanford	M-Th 4:00 PM; Fri 11:30 AM	M-Th 1:30 PM; Fr 9:30AM	

Notes: The State Courts in this county have different hours on Fridays. A drop-box is available until 4:30 p.m. Mon - Thur and 11:30 - 12 Noon on Fridays. Documents dropped should only take a few days to process. For more information, please contact your local First Legal office location.

Lake

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Clearlake	1:00 PM	11:30 AM	
Lakeport	1:00 PM	11:30 AM	

Notes: Both locations have a drop-box available until 5:00 p.m. The deadline for the drop-box is 3:00 p.m.

Lassen

County			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Susanville	4:00 PM	2:30 PM	

Notes: The drop-box is available until 5:00 p.m.

Los Angeles			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Los Angeles
State Courts:			Email: lacourt@firstlegal.com Phone: 213-250-1111
Airport Court	4:30 PM	1:30 PM	
Alhambra (North East)	4:30 PM	1:30 PM	
Archives LA	4:30 PM	1:30 PM	
Bellflower (South East Limited Los Cerritos)	4:30 PM	1:30 PM	
Burbank (North Central)	4:30 PM	1:30 PM	
Catalina (Traffic Only)	4:30 PM	1:30 PM	
Central (Limited) - Stanley Mosk	4:30 PM	2:30 PM	
Central (Unlimited) - Stanley Mosk	4:30 PM	2:30 PM	
Central Civil West (CCW)	4:30 PM	1:30 PM	
Chatsworth (North Valley)	4:30 PM	1:30 PM	
Clara Shortridge Foltz 210 W. Temple (Criminal)	4:30 PM	1:30 PM	
Compton (South Central)	4:30 PM	1:30 PM	
David V. Kenyon Juvenile Justice Center	4:30 PM	1:30 PM	
Downey (South East Limited)	4:30 PM	1:30 PM	
Downey Juvenile Justice	4:30 PM	1:30 PM	
East Los Angeles (Limited)	4:30 PM	1:30 PM	
Eastlake Juvenile Justice	4:30 PM	1:30 PM	
Glendale (North Central)	4:30 PM	1:30 PM	
Inglewood (South West Limited)	4:30 PM	1:30 PM	
Inglewood Juvenile Justice	4:30 PM	1:30 PM	
Lancaster (North District)	4:30 PM	1:30 PM	
Lancaster Juvenile Justice	4:30 PM	1:30 PM	
Long Beach (South District)	4:30 PM	1:30 PM	
Mental Health (N. San Fernando)	4:30 PM	1:30 PM	
Metropolitan Courthouse (Traffic)	4:30 PM	1:30 PM	
Monterey Park (Edmund D. Edelman Children's Court)	4:30 PM	1:30 PM	
Norwalk (South East)	4:30 PM	1:30 PM	
Pasadena (North East)	4:30 PM	1:30 PM	
San Fernando (North Valley)	4:30 PM	1:30 PM	
Santa Clarita Courthouse	4:30 PM	1:30 PM	
Santa Monica (West District)	4:30 PM	1:30 PM	
Sylmar Juvenile Delinquency	4:30 PM	1:30 PM	
Torrance (South West District)	4:30 PM	1:30 PM	
Van Nuys	4:30 PM	1:30 PM	
West Covina (Limited)	4:30 PM	1:30 PM	
Federal Courts:			
Central District - Los Angeles	4:00 PM	2:00 PM	
Central District - Roybal Center	4:00 PM	2:00 PM	
Central Bankruptcy - Los Angeles	4:00 PM	2:00 PM	
Central Bankruptcy - Woodland Hills	4:00 PM	1:30 PM	

Note: Take note that some of the State Court locations in Los Angeles have closed. This is a complete list of current operating Courts. Drop boxes are not available for any of these locations, including the Federal Courts. For large filings please provide a courtesy notice on how many pages we can expect. CCW require two full sets so allow additional time for printing. Mandatory eFiling for Probate case types. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm.

Madera			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Madera	3:30 PM	1:30 PM	
Sierra Division	3:30 PM	12:00 PM	

Notes: No drop box available for the State Courts in this county.

Mariposa			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Mariposa	3:00 PM	11:00 AM	

Note: This State Court has a drop box available between 8:00 - 8:30 AM & 3:00 - 5:00 PM. If dropped between 8-8:30 the documents will be processed and available for pick-up 'Same Day.' Anything dropped between 3-5:00 will be processed the following business day and will be file stamped the day it was submitted. For more details, such as cut-off times for the drop box option, please contact your local First Legal office.

Marin			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: sfcourt@firstlegal.com Phone: 415-626-3111
San Rafael	4:00 PM	2:00 PM	

Notes: No drop box available for this location.

Mendocino			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Ukiah	3:00 PM	1:30 PM	

Note: There is an option to drop-box until 4 p.m.; drop-box the cut-off time is 2:30pm.

Merced			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Merced Civil Division	3:00 PM	1PM	
Merced Criminal & Family Law Division	3:00 PM	1PM	
Merced Traffic	3:00 PM	1PM	
Merced Juvenile Division	3:00 PM	1PM	
Los Banos	3:00 PM	1PM	

Note: There is an option to drop-box for the Merced Criminal, Family and Los Banos locations. Anything dropped after 4:00PM will be filed the following day. Mandatory eFiling for all Civil & Probate case types. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm

Mono

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					Forwarding
Bridgeport			MWF 12:00 PM, T 4:00 PM	MWF 10:00 AM, T 1:00 PM	Contact your local First Legal office.
Mammoth Lakes			MWF 12:30, T,Th 4:00 PM	MWF 10:30 AM, T,Th 1:30 PM	

Note: A schedule of furlough days is posted on the court website.

Monterey

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					FLCP - San Jose
Monterey			4:00 PM	12:30 PM	Email: sjcourt@firstlegal.com Phone: 408-287-9711

Note: Mandatory eFiling for Unlimited Civil, Family & Probate. Court deadline Midnight. Send to eFiling@firstlegalsupport.com. Add 1 fee for service after 5pm

Napa

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					Forwarding
Historic Courthouse			M-Fr 4:00 PM	M-Fr 1:30 PM	Contact your local First Legal office.
Criminal Courthouse			M-Fr 4:00 PM	M-Fr 1:30 PM	

Note: All documents presented for filing by 5:00 pm to a clerk or deposited in the court drop box will be deemed filed on the date of receipt.

Nevada

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					Forwarding
Nevada City Courthouse			4:00 PM	2:30 PM	Contact your local First Legal office.
Truckee Courthouse			4:00 PM	1:00 PM	

Note: Both State Courts have a drop box that is available until 5 p.m. Documents that are dropped can take up to 2-4 business days to process.

Orange

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					FLCP - Santa Ana
Central Justice Center			4:00 PM	3:00 PM	Email: occourt@firstlegal.com Phone: 714-541-1110
Community Court			4:00 PM	3:00 PM	
Civil Complex Center			4:00 PM	3:00 PM	
Harbor Justice Center/Newport Beach Facility			4:00 PM	1:30 PM	
Lamoreaux Justice Center			4:00 PM	1:30 PM	
North Justice Center			4:00 PM	1:30 PM	
West Justice Center			4:00 PM	1:30 PM	
Federal Courts:					
Central District Court - Santa Ana			4:00 PM	3:00 PM	
Central Bankruptcy Crt - Santa Ana			4:00 PM	3:00 PM	

Mandatory eFiling for all case types except Criminal, & Small Claims. Court deadline Midnight. Send to eFiling@firstlegal.com. Add 1 fee for service after 5pm. No drop box available for the State Courts. USDC and USBC both have a drop box available until 5:30 p.m. for courtesy copies only.

Placer

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					FLCP - Sacramento (Roseville and Auburn Only)
Roseville - B. Santucci Justice Center			3:00 PM	1:30 PM	Email: saccourt@firstlegal.com Phone: 916-444-5111
Auburn - Historic Courthouse			12:00 PM	10:00 AM	
Auburn - Juvenile Courtroom			3:00 PM	1:30 PM	
Auburn - Jail Courtroom			No Clerk's Office		
Tahoe City - Tahoe Courtroom			3:00 PM	12:00 PM	

Note: There is a drop box at the Roseville location only up until 4 p.m. Monday-Friday. Once dropped it can take up to a week to process the documents.

Plumas

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					Forwarding
Quincy			4:00 PM	12:30 PM	Contact your local First Legal office.

Riverside

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					FLCP - Riverside
Banning			4:00 PM	1:30 PM	Email: rivcourt@firstlegal.com Phone: 951-779-1110
Blythe			4:00 PM	1:30 PM	
Corona			5:00 PM (Fridays Only)	1:30 PM	
Hemet			4:00 PM	1:15 PM	
Indio - Annex Office			4:00 PM	1:30 PM	
Indio - Juvenile Court			4:00 PM	1:30 PM	
Indio - Larson JC			4:00 PM	1:30 PM	
Moreno Valley			4:00 PM	1:30 PM	
Murrieta Southwest Justice Center			4:00 PM	1:15 PM	
Palm Springs Court			4:00 PM	1:30 PM	
Riverside Family Court			4:00 PM	2:30 PM	
Riverside Hall of Justice			4:00 PM	2:30 PM	
Riverside Historic Courthouse			4:00 PM	2:30 PM	
Riverside Juvenile Court			4:00 PM	2:30 PM	
Temecula Court			4:00 PM	1:15 PM	
Federal Courts:					
Central District Court - Riverside			4:00 PM	3:00 PM	
Central Bankruptcy Court - Riverside			4:00 PM	3:00 PM	

Note: The main courthouse at Riverside Superior has a drop available until 4 p.m. Anything dropped can take up to two weeks to process. The Federal Courts do not have an after hour drop box.

Sacramento

County			Clerk's Office Closes	Preferred Cut-Off Time*	Office Location
State Courts:					FLCP - Sacramento
GDS - Sacramento Courthouse (Civil - Criminal)			4:00 PM	3:00 PM	Email: saccourt@firstlegal.com Phone: 916-444-5111
WRR - Family Relations Courthouse (FL, Probate, Juv)			4:00 PM	1:30 PM	
CM Justice Center (SC, Traffic, UD)			4:00 PM	1:30 PM	
Juvenile Courthouse			4:00 PM	1:30 PM	
Lorenzo Patino Hall of Justice (Criminal - Jail)			4:00 PM	1:30 PM	

Federal Courts:			Office Location
Eastern District Court - Sacramento	4:00 PM	3:00 PM	Forwarding
<p><i>Note: Sacramento Superior has reduced the amount of documents that they process over the Counter. For a list, go to the Court's Website and review the 'Reduced Service' announcement dated July 2, 2012. If the document is not on this list, it will have to clock and dropped in the clerk's intake box. The estimated timeframe for the document to be processed is approximately 6-8 weeks. There is an after hour drop box available between 4-5 p.m. If dropped before 5 p.m., the document will be file stamped the date of submission. After 5 p.m., the documents will be processed next day.</i></p>			
San Benito			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Hollister (Small Claims & Civil)	4:00 PM	1:30 PM	
Hollister (Court Mediator & Family Law)	4:00 PM	1:30 PM	
<p><i>Notes: No drop box available for the State Courts in this county.</i></p>			
San Bernardino			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Riverside
State Courts:			Email: rivcourt@firstlegal.com Phone: 951-779-1110
Barstow	4:00 PM	11:30 AM	
Big Bear	3:00 PM Tu, W, Th - 1st Wk**	11:30 AM	
Chino	Courthouse Closed	Courthouse Closed	
Fontana	4:00 PM	1:30 PM	
Joshua Tree	3:00 PM	1:30 PM	
Needles	3:00 Tu-W; Th - 2nd Wk**	1:30 PM	
Rancho Cucamonga	4:00 PM	1:30 PM	
San Bernardino	4:00 PM	2:30 PM	
Victorville	4:00 PM	12:30 PM	
<p><i>Note: The State Courts in Big Bear and Needles have very limited hours each month. Big Bear is open Tuesday through Thursday during the first week of the month and is closed the remainder of the month. All filings for Big Bear will be handled from Victorville when that location is closed. Needles is open Tuesday through Thursday the second week of the month. Needles will have a drop box available that will be picked up on a regular basis. Barstow is open Tuesday through Thursday. For more information regarding these limited hours please contact your local First Legal office.</i></p>			
San Diego			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Diego
State Courts:			Email: sdcourt@firstlegal.com Phone: 619-231-9111
Family/Probate/Criminal (1100 Union Street)	4:00 PM	1:30 PM	
Hall of Justice (330 W. Broadway)	4:00 PM	2:30 PM	
Juvenile Courthouse	4:00 PM	1:30 PM	
East County	4:00 PM	1:30 PM	
North County	4:00 PM	1:30 PM	
South County	4:00 PM	1:30 PM	
Federal Courts:			
Southern District Court - San Diego	4:30 PM	2:30 PM	
Southern Bankruptcy Court - San Diego	4:00 PM	2:30 PM	
<p><i>Note: All Small Claims and UD filings must be done at the Hall of Justice. South and East County are closed for Civil Filings except for Harassment cases. All other civil filings need to be filed at the Hall of Justice. The Hall of Justice requires most filings to be dropped for processing with the exception of new Complaints/Petitions, Restraining Orders, Answer, Cross-Complaints, and Motions (Not Motions in Limine). Documents dropped can take anywhere from a day to several months to be processed depending on the type of document. Central, East, South, Union Street and North County locations have drop boxes available until 5pm. Filing is mandatory for the following case types: Construction Defect, Complex, Class Action, Consolidated & Coordinated JCCP cases. If a case is designated as "Imaged" then it may be filed in paper format or efiled. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm.</i></p>			
San Francisco			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: sfcourt@firstlegal.com
Civic Center Courthouse	2:00 PM	12:30 PM	
Hall of Justice	2:00 PM	12:30 PM	
Polk Street Annex	2:00 PM	12:30 PM	
Youth Guidance Center	2:00 PM	12:30 PM	
Federal Courts:			
Northern District Court - San Francisco	4:00 PM	3:00 PM	
Northern Bankruptcy Crt - San Francisco	4:30 PM	3:00 PM	
<p><i>Note: SF Superior has a drop box available from 2-4 PM. Documents need to make it to the window by 2 p.m. when the clerk's office closes. Anyone remaining in line at this time will be asked to leave and come back the following business day, no exceptions. USDC has a drop box available from 4-6 p.m. New cases are processed on a first come first served basis. If we are asked to leave documents for a new case, they may not be ready for pick-up until the following business day. The sooner you can submit your new case documents the better in order to receive your conformed copies back same day. Mandatory eFiling for Civil and Probate Trusts, subsequent documents only. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l charge after 5pm</i></p>			
San Joaquin			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Stockton Courthouse	3:00 PM	1:30 PM	
Stockton Family Law Courthouse	3:00 PM	1:30 PM	
Juvenile Justice Center	3:00 PM	1:30 PM	
Manteca Branch	3:00 PM	1:30 PM	
<p><i>Note: The Tracy branch has closed. The main branch in Stockton has a drop box available from 3-5 p.m. Documents dropped can take 2-3 days to process. For cut-off times for the drop box, please call your local FLSS office location.</i></p>			
San Luis Obispo			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Luis Obispo
State Courts:			Email: slocourt@firstlegal.com Phone: 805-543-8919
Main Courthouse	4:00 PM	2:00 PM	
Paso Robles Branch	4:00 PM	11:00 AM	
<p><i>Note: There is a drop box available for these State Courts however everything dropped after 4 p.m. will get processed and file stamped the following business day. For more information about your drop box options, please call your local FLSS location. Mandatory eFiling for Civil, Family Law and Probate. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l charge after 5pm</i></p>			
San Mateo			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco

Email: sfcourt@firstlegal.com
Phone: 415-626-3111

State Courts:		
Hall of Justice - Redwood City	2:00 PM	12:30 PM
Consolidated Traffic Annex	2:00 PM	12:30 PM
South San Francisco	2:00 PM	12:30 PM
Central Branch (Humboldt St)	2:00 PM	12:30 PM
Juvenile Branch	2:00 PM	12:30 PM

Note: Redwood City is the main branch for San Mateo Superior. There is a drop box available until 4:00 p.m. - cut off for delivery is 2:30 p.m. If there is a line when the clerk's office closes, everyone will be required to drop box their documents, no exception. All drop box filings that require fees must have a check attached for the correct amount. All documents for Dept. 2 at the Humboldt St location need to be processed through that department. Even though there is no clerk's office at this location, the department processes all filings. If in session or dark, a drop box is available even though the Court's website says there is not one at this location.

Santa Barbara

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Anacapa Division (Santa Barbara)	3:00 PM	1:00 PM
Figueroa Division	3:00 PM	1:00 PM
Cook Division (Santa Maria)	3:00 PM	1:00 PM
Lompoc Division	3:00 PM	1:00 PM
Solvang Division	3:00 PM	1:00 PM
Federal Courts:		
Central Bankruptcy Crt - Santa Barbara	4:00 PM	2:00 PM

Office Location
FLCP - Ventura/FLCP - San Luis Obispo
Email: ventura@firstlegal.com
Phone: 805-654-1535

*Note: Mandatory eFiling for all case types except criminal. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l charge after 5pm
USBC does not have a drop box.*

Santa Clara

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Downtown Superior Court	M-Th 3:00 PM; Fr-12:00 PM	M-Th 2:00 PM; Fr-11:00AM
Family Law	3:00 PM	2:00 PM
Probate	3:00 PM	2:00 PM
Hall of Justice (Criminal Only)	3:00 PM	2:00 PM
Juvenile Justice Court	3:00 PM	2:00 PM
Terraine Courthouse	3:00 PM	1:00 PM
Notre Dame Courthouse	3:00 PM	1:00 PM
South County Courthouse (Criminal Only)	3:00 PM	1:00 PM
Santa Clara Courthouse (Traffic Only)	3:00 PM	1:00 PM
Palo Alto Courthouse (Criminal Only)	3:00 PM	1:00 PM
Federal Courts:		
Northern District Court - San Jose	4:00 PM	3:00 PM
Northern District Court Bankruptcy - San Jose	4:00 PM	3:00 PM

Office Location
FLCP - San Jose
Email: sjcourt@firstlegal.com
Phone: 408-287-9711

Note: Santa Clara Superior has a drop box available all day but it is mainly used between 4-5 p.m. Documents are file stamped the date it was submitted. All checks must be made out to the correct amount. Documents that are dropped are usually ready for pick up the following day. For a more in-depth list of Departments as well as the type of cases each location handles, either contact our SJ Office or visit the Court's website. The USDC Court also has a drop box available until 5 p.m. Mandatory eFiling for Civil, Complex, Family, & Probate case types. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l charge after 5pm

Santa Cruz

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Santa Cruz	3:00 PM	1:00 PM
Watsonville	3:00 PM	12:30 PM

Office Location
FLCP - San Jose
Email: sjcourt@firstlegal.com
Phone: 408-287-9711

Note: Mandatory eFiling for all case types except criminal. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l charge after 5pm

Shasta

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Redding	4:00 PM	3:00 PM
Federal Courts:		
Eastern District Court - Redding	4:00 PM	1:00 PM

Office Location
Forwarding
Contact your local First Legal office.

Note: State court has a drop box open from 4-5:00 PM but the filings will be dated the following day. No drop box option available for Federal Courts. USDC does not accept filings at this location. "Courtesy Copies" are only accepted if specifically requested by the Judge. All filings for USDC for this area need to go to Sacramento.

****Special note: Superior civil division does not accept purely electronic signatures. All signatures must originate from a wet ink original.****

Siskiyou

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Yreka Division	4:00 PM	1:30 PM

Office Location
Forwarding
Contact your local First Legal office.

Note: No drop box option available for this county. "Courtesy Copies" are only accepted if specifically requested by the Judge.

Solano

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Fairfield - Hall of Justice	3:00 PM	1:00 PM
Fairfield - Law & Justice Center	3:00 PM	1:00 PM
Vallejo - Solano Justice Center	3:00 PM	1:00 PM

Office Location
FLCP - San Francisco
Email: sfcourt@firstlegal.com
Phone: 415-626-3111

Note: Solano Superior has a drop box until 5:00 p.m. Documents that are dropped take about 1-2 business days to process. The cutoff time for the drop box option is 3:00 p.m. (unless voluminous) This county does not accept 'Courtesy Copies' unless specifically requested by the Judge or department clerk.

Sonoma

County	Clerk's Office Closes	Preferred Cut-Off Time*
State Courts:		
Santa Rosa - Hall of Justice	3:30 PM	1:30 PM
Civil & Family Law Courthouse	3:30 PM	1:30 PM
Empire College Annex	3:30 PM	1:30 PM
Juvenile Justice Center	3:30 PM	1:30 PM
Federal Courts:		
Northern Bankruptcy Crt - Santa Rosa	4:00 PM	1:30 PM

Office Location
FLCP - San Francisco
Email: sfcourt@firstlegal.com
Phone: 415-626-3111

Note: Both Empire and Juvenile locations close down for lunch between the hours of 12-1 p.m. Sonoma Superior does not process all of the documents over the

counter. Only documents that have an upcoming hearing date can be process with a clerk over the counter. Everything else needs to be dropped. The website states that it will take 15 days to process but it usually takes up to a month. For more information, please contact your local FLSS office.

Stanislaus

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Modesto	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Civil	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Criminal	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Family Law	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Juvenile	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Probate (Except Estates & Trusts)	12:00 PM	10:00 AM	
Probate (Estates & Trusts)	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Turlock (Small Claims & Unlawful Detainers)	M-W, Fr 4:00 PM; Th 12 PM	1:30 PM; Thur 10:30 AM	
Research	11:00 AM	9:30 AM	
Federal Courts:			
Eastern Bankruptcy Court - Modesto			

Note: Stanislaus Superior has a drop box available for both Civil and Family Law filings. The hours are: 3-4 pm for Civil and 3-4 pm for Family Law. Documents that are dropped can take up to a week to process. Items placed in the drop box after 4pm will be marked filed the following day. For more information about the option to drop box please contact your local FLSS office. Guardianships, Conservatorship, Adoptions, Family Law and Juvenile Dependencies are processed at the 1100 I Street location. Hours of operation are 8 a.m. to 12 noon. USBC does not have a drop box option available.

Sutter

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
			Email: saccourt@firstlegal.com Phone: 916-444-5111
Yuba City - West Facility (Criminal)	4:30 PM	1:30 PM	
Yuba City - East Facility (Civil - Family - SC)	4:30 PM	1:30 PM	

Note: Mandatory eFiling for all case types except criminal. Court deadline Midnight. Send to eFiling@firstlegal.com. Add'l charge after 5pm

Tehama

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
			Contact your local First Legal office.
Red Bluff	4:30 PM	12:30 PM	

Note: Drop-box available until 5:00 P.M. "Courtesy Copies" are only accepted if specifically requested by the Judge.

Trinity

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
			Contact your local First Legal office.
Weaverville	5:00 PM	11:00 AM	

Note: "Courtesy Copies" are only accepted if specifically requested by the Judge.

Tulare

County			Office Location
State Courts:	Clerk's Office Close	Preferred Cut-Off Time*	FLCP - Fresno
			Email: fresnocourt@firstlegal.com 559-233-1993
Visalia	4:00 PM	1:30 PM	
Juvenile Justice Center	4:00 PM	1:30 PM	
Porterville	4:00 PM	12:00 PM	
Dinuba	4:00 PM	1:30 PM	
Family Law Facilitator	4:00 PM	1:30 PM	

Note: Tulare Superior has a drop box available for the main branch in Visalia between 4 - 5 p.m. Documents dropped can take a few days to process. For more information including cut-off time for the drop box, please contact your local FLSS office. Dinuba only hears traffic cases on Tuesdays.

Tuolumne

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
			Contact your local First Legal office.
Sonora - Historic Courthouse	3:00 PM	12:00 PM	
Sonora - Branch Location	3:00 PM	12:00 PM	

Note: Tuolumne Superior has a drop box available from 3 - 4:30 p.m. All documents dropped will be processed as the date submitted. It can take up to a week to process. For more information as well as cut-off times for the drop box, please contact your local FLSS office.

Ventura

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Ventura
			Email: ventura@firstlegal.com Phone: 805-654-1535
Ventura Hall of Justice	4:00 PM	2:30 PM	
Oxnard - Probate/Juvenile Court	4:00 PM	1:30 PM	

Note: The drop box was eliminated in both Ventura and Oxnard locations on 7/11/16. Simi Valley no longer processes filings. They only handle traffic matters. This county does not accept "Courtesy Copies".

Yolo

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
			Email: saccourt@firstlegal.com Phone: 916-444-5111
Woodland	3:00 PM	1:30 PM	

Note: The Woodland Court has a number stand that is pulled out at 2:00 p.m. for those who remain in line. If you are not to the window by 3 p.m. all documents will need to be dropped. Once done, it will take up to a week to process. For more information about this court, please call your local FLSS office.

Yuba

County			Office Location
State Courts:	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
			Email: saccourt@firstlegal.com Phone: 916-444-5111
Marysville	4:30 PM	1:30 PM	
Richard Shoeng Annex	4:30 PM	1:30 PM	