



## PDF / FAX Filing Directory

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

COVID-19 TEMPORARY INFORMATION IN THIS COLOR

Alameda			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: <a href="mailto:sfcourt@firstlegal.com">sfcourt@firstlegal.com</a> Phone: 415-626-3111
Alameda - Shoreline (Family Law)	3:00 PM	1:00 PM	
Berkeley (Probate)	3:00 PM	1:00 PM	
Oakland - RCD (Civil)	3:00 PM	1:00 PM	
Oakland - WWM	3:00 PM	1:00 PM	
Hayward (Civil)	3:00 PM	1:00 PM	
Pleasanton	3:00 PM	12:00 PM	
San Leandro	3:00 PM	12:00 PM	
Federal Courts:			
Northern District Court - Oakland	4:00 PM	2:30 PM	
Northern Bankruptcy Court - Oakland	4:00 PM	2:30 PM	
Note: Alameda Superior has a drop-box available from 3-4pm. 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 3:00pm. 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.			
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	*4:00 PM	
Note: *Cutoff is 4pm the day prior to filing. There is a drop-box in the clerk's office however it closes at 4:00pm.			
Amador			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Jackson	3:00 PM	12:00 PM	
Note: There is a drop-box available and the cut off is 2:30 PM			
Butte			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: <a href="mailto:saccourt@firstlegal.com">saccourt@firstlegal.com</a> Phone: 916-444-5111
Chico	4:00 PM	2:00 PM	
Oroville	4:00 PM	1:00 PM	
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 criminal cases only. "Courtesy Copies" are only accepted if specifically requested by the Judge. For more information, please visit the Court's website. Mandatory eFiling for Civil, Family Law & Probate. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to <a href="mailto:eFiling@firstlegal.com">eFiling@firstlegal.com</a> . Add'l fee for service after 5pm			
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	2:30 PM	
Contra Costa			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: <a href="mailto:sfcourt@firstlegal.com">sfcourt@firstlegal.com</a> 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	12:00 PM	
Richmond	3:00 PM	12:00 PM	
Walnut Creek	3:00 PM	1:00 PM	
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.			
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	2:30 PM	
El Dorado			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*+	FLCP - Sacramento (Placerville & Cameron Park)
State Courts:			Email: <a href="mailto:saccourt@firstlegal.com">saccourt@firstlegal.com</a> 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	1:30 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			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time	FLCP - Fresno
State Courts:			Email: <a href="mailto:fresnocourt@firstlegal.com">fresnocourt@firstlegal.com</a> 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 is the only location with a drop box option, which is available until 5pm. Courtesy copies only accepted if specifically requested by the judge. Mandatory eFiling for Unlimited Civil, Family & Probate. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm. The Federal Courts do not have a drop box available.

Glenn			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Willows	4:30 PM	12:00 PM	
Orland	4:30 PM	12:00 PM	

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

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

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			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.

Mandatory eDelivery for Civil, Family & Probate. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm.

Inyo			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Independence	4:00 PM	8:00 AM	

Notes: none

Kern			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 1:30PM; Fri 10AM	
Metro. Division - Justice Building	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
Metro. Traffic Division	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
Juvenile Justice Center	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:30PM; Fri 10AM	
Arvin/Lamont Branch	M-Th 4:00 PM; Fri 12:00 PM	M-Th 1:30PM; 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: Mandatory eFiling for Civil, Family & Probate case types. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm. Courtesy Copies are only accepted if specifically requested by the Judge. 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. All filings for USDC in this area are processed in Fresno.

Kings			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Hanford	4:00 PM	1:30 PM	

Notes: A drop-box is available until 4:00 p.m. daily. Documents dropped should only take a few days to process. For more information, please contact your local First Legal office location.

Lake			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			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Susanville	4:00 PM	1:30 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	2:30 PM	
Archives LA	4:30 PM	1:30 PM	
Bellflower (South East Limited Los Cerritos)	4:30 PM	2:30 PM	
Beverly Hills (Traffic & Sheriff)	4:30 PM	1:30 PM	
Burbank (North Central)	4:30 PM	2:30 PM	
Catalina (Traffic Only)	4:30 PM	1:30 PM	
Central (Complex Civil) - Spring Street	4:30 PM	2:30 PM	
Central (Limited) - Stanley Mosk	4:30 PM	2:30 PM	
Central (Unlimited) - Stanley Mosk	4:30 PM	3:00 PM	
Central Civil West (CCW)(Family Cases Only)	4:30 PM	3:00 PM	
Chatsworth (North Valley)	4:30 PM	2:00 PM	
Clara Shortridge Foltz 210 W. Temple (Criminal)	4:30 PM	1:30 PM	
Compton (South Central)	4:30 PM	2:30 PM	
David V. Kenyon Juvenile Justice Center	4:30 PM	1:30 PM	

Downey (South East Limited)	4:30 PM	2:30 PM
Downey Juvenile Justice	4:30 PM	2:30 PM
East Los Angeles (Limited)	4:30 PM	2:30 PM
Eastlake Juvenile Justice	4:30 PM	1:30 PM
Glendale (North Central)	4:30 PM	2:30 PM
Inglewood (South West Limited)	4:30 PM	2:30 PM
Inglewood Juvenile Justice	4:30 PM	2:30 PM
Hollywood/Mental Health	4:30 PM	1:30 PM
Lancaster (North District)	4:30 PM	2:00 PM
Lancaster Juvenile Justice	4:30 PM	2:00 PM
Long Beach (South District)	4:30 PM	2:30 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	2:30 PM
Pasadena (North East)	4:30 PM	2:30 PM
Pomona	4:30 PM	2:00 PM
San Fernando (North Valley)	4:30 PM	2:00 PM
Santa Clarita Courthouse	4:30 PM	1:30 PM
Santa Monica (West District)	4:30 PM	2:30 PM
Sylmar (Juvenile Delinquency)	4:30 PM	1:30 PM
Torrance (South West District)	4:30 PM	2:30 PM
Van Nuys	4:30 PM	2:30 PM
West Covina (Limited)	4:30 PM	2:00 PM
<b>Federal Courts:</b>	4:30 PM	1:30 PM
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 Civil and Probate case types. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm.*

<b>Madera</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
<b>State Courts:</b>			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Madera	4:00 PM	1:30 PM	
Sierra Division	Permanently Closed		

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

<b>Mariposa</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fresno
<b>State Courts:</b>			Email: fresnocourt@firstlegal.com Phone: 559-233-1993
Mariposa	4:00 PM	11:00 AM	

*Note: Drop box available between 4:00 - 5:00 PM. Anything dropped between 4-5:00 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.*

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

*Notes: No drop box available for this location.*

<b>Mendocino</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
<b>State Courts:</b>			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.*

<b>Merced</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
<b>State Courts:</b>			Contact your local First Legal office.
Merced Civil Division	3:00 PM	1:00 PM	
Merced Criminal & Family Law Division	3:00 PM	1:00 PM	
Merced Traffic	3:00 PM	1:00 PM	
Merced Juvenile Division	3:00 PM	1:00 PM	
Los Banos	3:00 PM	1:00 PM	

*Note: Courtesies copies only accepted if specifically requested by the judge. 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, Family Law & Probate case types. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm*

<b>Mono</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
<b>State Courts:</b>			Contact your local First Legal office.
Mammoth Lakes	4:00 PM	8:00 AM	

*Note: none*

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

*Mandatory eFiling for Civil, Family & Probate. Court deadline Midnight. Preferred Cut-Off 10pm. Send to eFiling@firstlegalsupport.com. Add'l fee for service after 5pm*

<b>Napa</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fairfield
<b>State Courts:</b>			Email: fairfield@firstlegal.com Phone: (707) 344-8352
Historic Courthouse	M-Fr 4:00 PM	M-Fr 1:30 PM	
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.*

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

<b>Orange</b>			Office Location
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County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Santa Ana
<b>State Courts:</b>			Email: <a href="mailto:accourt@firstlegal.com">accourt@firstlegal.com</a> Phone: 714-541-1110
Central Justice Center	4:00 PM	3:00 PM	
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	
<b>Federal Courts:</b>			
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. Preferred Cut-Off Time 10pm. Send to [efiling@firstlegal.com](mailto:efiling@firstlegal.com). Add'l 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.**

<b>Placer</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento (Roseville and Auburn Only)
<b>State Courts:</b>			Email: <a href="mailto:saccourt@firstlegal.com">saccourt@firstlegal.com</a> Phone: 916-444-5111
Roseville - B. Santucci Justice Center	3:00 PM	1:30 PM	
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	

**TEMPORARY Mandatory eDelivery for Civil Limited, Civil Unlimited, Complex & Family. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to [efiling@firstlegal.com](mailto:efiling@firstlegal.com). Add'l fee for service after 5pm. 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.**

<b>Plumas</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
<b>State Courts:</b>			Contact your local First Legal office.
Quincy	4:00 PM	9:00 AM	

<b>Riverside</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Riverside
<b>State Courts:</b>			Email: <a href="mailto:rivcourt@firstlegal.com">rivcourt@firstlegal.com</a> Phone: 951-779-1110
Banning	4:00 PM	1:15:00 PM (11am)	
Blythe	4:00 PM	1:15:00 PM (11am)	
Corona	4:00 PM	1:15:00 PM (11am)	
Hemet	4:00 PM	1:15:00 PM (11am)	
Indio - Annex Office	4:00 PM	1:15:00 PM (11am)	
Indio - Juvenile Court	4:00 PM	1:15:00 PM (11am)	
Indio - Larson JC	4:00 PM	1:15:00 PM (11am)	
Moreno Valley	4:00 PM	1:15:00 PM (11am)	
Murrieta Southwest Justice Center	4:00 PM	1:15:00 PM (11am)	
Palm Springs Court	4:00 PM	1:15:00 PM (11am)	
Riverside Family Court	4:00 PM	1:15:00 PM (12pm)	
Riverside Hall of Justice	4:00 PM	2:30:00 PM (12pm)	
Riverside Historic Courthouse	4:00 PM	2:30:00 PM (12pm)	
Riverside Juvenile Court	4:00 PM	1:15:00 PM (12pm)	
Temecula Court	4:00 PM	1:15:00 PM (11am)	
<b>Federal Courts:</b>			
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. E-Submit available. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to [efiling@firstlegal.com](mailto:efiling@firstlegal.com). Add'l charge after 5pm**

<b>Sacramento</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
<b>State Courts:</b>			Email: <a href="mailto:saccourt@firstlegal.com">saccourt@firstlegal.com</a> Phone: 916-444-5111
GDS - Sacramento Courthouse (Civil - Criminal)	4:00 PM	3:00 PM	
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	
<b>Federal Courts:</b>			
Eastern District Court - Sacramento	4:00 PM	3:00 PM	

**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.**

<b>San Benito</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
<b>State Courts:</b>			Contact your local First Legal office.
Hollister (Small Claims & Civil)	4:00 PM	12:30 PM	
Hollister (Court Mediator & Family Law)	4:00 PM	12:30 PM	

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

<b>San Bernardino</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Riverside
<b>State Courts:</b>			Email: <a href="mailto:rivcourt@firstlegal.com">rivcourt@firstlegal.com</a> 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	1:15 PM	
Joshua Tree	3:00 PM	1:15 PM	
Needles	3:00 Tu-W; Th - 2nd Wk**	1:15 PM	
Rancho Cucamonga	4:00 PM	1:15 PM	
San Bernardino	4:00 PM	2:30:00 PM (2pm)	
Victorville	4:00 PM	12:30 PM	

**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.**

**All filings taken to central location in San Bernardino. Cutoff under 400 pages 2pm. Over 400 pages, 12pm.**

San Diego			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Diego
<b>State Courts:</b>			Email: <a href="mailto:sdcourt@firstlegal.com">sdcourt@firstlegal.com</a> 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	
<b>Federal Courts:</b>			
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 Court locations have drop boxes available until 5pm. E-filing is mandatory for the following case types: Construction Defect, Complex, Class Action, Consolidated &amp; Coordinated JCCP cases. If a case is designated as "Imaged" then it may be filed in paper format or efiled. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to <a href="mailto:eFiling@firstlegal.com">eFiling@firstlegal.com</a>. 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
<b>State Courts:</b>			Email: <a href="mailto:sfcourt@firstlegal.com">sfcourt@firstlegal.com</a>
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	
California Supreme Court	5:00 PM	3:00 PM	
Youth Guidance Center	2:00 PM	12:30 PM	
<b>Federal Courts:</b>			
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. 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. USDC has a drop box available from 4-6 p.m. The Supreme Court only accepts electronic filing via True Filing. For research and other requests, contact our SF Court department. San Francisco Superior Court has Mandatory eFiling for Civil and Probate Trusts, subsequent documents only. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to <a href="mailto:eFiling@firstlegal.com">eFiling@firstlegal.com</a>. Add'l charge after 5pm</i></p>			
San Joaquin			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
<b>State Courts:</b>			Email: <a href="mailto:saccourt@firstlegal.com">saccourt@firstlegal.com</a> Phone: 916-444-5111
Stockton Courthouse	5:00 PM	2:00 PM	
Stockton Family Law Courthouse	5:00 PM	2:00 PM	
Juvenile Justice Center	4:00 PM	1:30 PM	
Manteca Branch	4:00 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
<b>State Courts:</b>			Email: <a href="mailto:slocourt@firstlegal.com">slocourt@firstlegal.com</a> Phone: 805-543-8919
Main Courthouse	4:00 PM	1:30 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. Preferred Cut-Off Time 10pm. Send to <a href="mailto:eFiling@firstlegal.com">eFiling@firstlegal.com</a>. Add'l charge after 5pm</i></p>			
San Mateo			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
<b>State Courts:</b>			Email: <a href="mailto:sfcourt@firstlegal.com">sfcourt@firstlegal.com</a> Phone: 415-626-3111
Hall of Justice - Redwood City	4:00 PM	2:00 PM	
Consolidated Traffic Annex	4:00 PM	2:00 PM	
South San Francisco	4:00 PM	2:00 PM	
Central Branch (Humboldt St)	4:00 PM	2:00 PM	
Juvenile Branch	4:00 PM	2:00 PM	
<p><i>Note: Redwood City is the main branch for San Mateo Superior. There is no drop box available at this court. 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. Mandatory eFiling for all case types. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to <a href="mailto:eFiling@firstlegal.com">eFiling@firstlegal.com</a>. Add'l charge after 5pm</i></p>			
Santa Barbara			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Ventura
<b>State Courts:</b>			Email: <a href="mailto:ventura@firstlegal.com">ventura@firstlegal.com</a> Phone: 805-654-1535
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	
<b>Federal Courts:</b>			
Central Bankruptcy Crt - Santa Barbara	4:00 PM	2:00 PM	
<p><i>Mandatory eFiling for all case types except criminal. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to <a href="mailto:eFiling@firstlegal.com">eFiling@firstlegal.com</a>. Add'l charge after 5pm</i> USBC does not have a drop box.</p>			
Santa Clara			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Jose
<b>State Courts:</b>			Email: <a href="mailto:sjcourt@firstlegal.com">sjcourt@firstlegal.com</a> Phone: 408-287-9711
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	
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	
<b>Federal Courts:</b>			

Northern District Court - San Jose	4:00 PM	2:30 PM	
Northern District Court Bankruptcy - San Jose	4:00 PM	2:30 PM	
<p><i>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, &amp; Probate case types. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l charge after 5pm</i></p>			
<b>Santa Cruz</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Santa Cruz	3:00 PM	1:00 PM	
Watsonville	3:00 PM	12:30 PM	
<p><i>Note: Cutoff time for research is 12:30pm. Mandatory eFiling for all case types except criminal. Court deadline Midnight. Preferred Cut-Off 10pm. Send to eFiling@firstlegal.com. Add'l charge after 5pm</i></p>			
<b>Shasta</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Redding	4:00 PM	3:00 PM	
Federal Courts:			
Eastern District Court - Redding	4:00 PM	1:00 PM	
<p><i>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.**</i></p>			
<b>Siskiyou</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Yreka Division	4:00 PM	1:30 PM	
<p><i>Note: No drop box option available for this county. "Courtesy Copies" are only accepted if specifically requested by the Judge.</i></p>			
<b>Solano</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Fairfield
State Courts:			Email: fairfield@firstlegal.com Phone: (707) 344-8352
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	
<p><i>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.</i></p>			
<b>Sonoma</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - San Francisco
State Courts:			Email: sfcourt@firstlegal.com Phone: 415-626-3111
Santa Rosa - Hall of Justice	3:30 PM	2:00 PM	
Civil & Family Law Courthouse	3:30 PM	2:00 PM	
Empire College Annex	3:30 PM	2:00 PM	
Juvenile Justice Center	3:30 PM	2:00 PM	
Federal Courts:			
Northern Bankruptcy Crt - Santa Rosa	4:00 PM	2:00 PM	
<p><i>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 FL office. Mandatory eFiling for Civil, Family Law and Probate. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l charge after 5pm</i></p>			
<b>Stanislaus</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Modesto	4:00 PM	2:00 PM	
Turlock (Small Claims & Unlawful Detainers)	4:00 PM	2:00 PM	
Research	11:00 AM	9:30 AM	
Federal Courts:			
Eastern Bankruptcy Court - Modesto	4:00 PM	1:30 PM	
<p><i>Note: Mandatory eFiling for Civil, Family &amp; Probate. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l fee for service after 5pm. Courtesy copies are only accepted if specifically requested by the judge. USBC does not have a drop box option available.</i></p>			
<b>Sutter</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Yuba City - West Facility (Criminal)	4:30 PM	1:00 PM	
Yuba City - East Facility (Civil - Family - SC)	4:30 PM	1:00 PM	
<p><i>Mandatory eFiling for all case types except criminal. Court deadline Midnight. Preferred Cut-Off Time 10pm. Send to eFiling@firstlegal.com. Add'l charge after 5pm</i></p>			
<b>Tehama</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Red Bluff	4:30 PM	12:30 PM	
<p><i>Note: Drop-box available until 5:00 P.M. "Courtesy Copies" are only accepted if specifically requested by the Judge. Tehama court clerk counter is only open 9:00 – 12:00 daily through July. First Legal cutoff for filing over the counter is the day before by 4:00 pm.</i></p>			
<b>Trinity</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Weaverville	4:00 PM	11:00 AM	
<p><i>Note: "Courtesy Copies" are only accepted if specifically requested by the Judge.</i></p>			
<b>Tulare</b>			Office Location
County	Clerk's Office Close	Preferred Cut-Off Time*	FLCP - Fresno
State Courts:			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	
<p><i>Note: Courtesy copies only accepted if specifically requested by the judge. 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.</i></p>			
<b>Tuolumne</b>			Office Location

County	Clerk's Office Closes	Preferred Cut-Off Time*	Forwarding
State Courts:			Contact your local First Legal office.
Sonora - Historic Courthouse	3:00 PM	12:00 PM	
Sonora - Branch Location	3:00 PM	12:00 PM	
<i>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.</i>			
<b>Ventura</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Ventura
State Courts:			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	
<i>Note: This county does not accept "Courtesy Copies". Must have appointment to file over the counter. Drop box cut off 3:00pm.</i>			
<b>Yolo</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com Phone: 916-444-5111
Woodland	4:00 PM	2:00 PM	
<i>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.</i>			
<b>Yuba</b>			Office Location
County	Clerk's Office Closes	Preferred Cut-Off Time*	FLCP - Sacramento
State Courts:			Email: saccourt@firstlegal.com