

1 SUPERIOR COURT  
2 COUNTY OF SAN BERNARDINO  
247 West Third Street, Eleventh Floor  
3 San Bernardino, CA 92415-0302

3 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA

4 FOR THE COUNTY OF SAN BERNARDINO

5 IN RE:

6 FOURTH AMENDED GENERAL ORDER LIMITING  
7 FILINGS AT CLERK'S OFFICE AND REQUIRING  
8 FILING OF CERTAIN CASE TYPES BY  
9 ALTERNATIVE METHODS

GENERAL ORDER OF THE PRESIDING JUDGE  
(CLERK'S OFFICE)

EMER ORDER #032

9 On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency in California as a result of  
10 COVID-19. On March 13, 2020, former President Trump declared a national emergency in the United States due to  
11 COVID-19. Since declaring the state of emergency, Governor Newsom and state and county public health officials  
12 have issued additional guidelines targeted at limiting the spread of COVID-19.

13 On March 19, 2020, Governor Newsom issued an Executive Order, and the state Public Health Officer  
14 issued a Public Health Order, instructing all individuals living in the state to stay home or at their place of residence,  
15 except as needed to facilitate authorized, necessary activities or to maintain the continuity of operations of critical  
16 infrastructure sectors. Governor Newsom and state public health officials also prohibited most types of mass  
17 gatherings, and federal, state, and local public health officials mandated that persons gathered with individuals who  
18 were not members of the same residence implement social distancing of at least 6 feet between individuals. They  
19 also determined that people over 65 years old, smokers, people with compromised immune systems, and people who  
20 have serious chronic medical conditions are at higher risk of contracting COVID-19. Therefore, they recommended  
21 that people at higher risk avoid leaving their homes.

22 The state received its first doses of COVID-19 vaccines in mid-December, and on June 15, 2021, the state  
23 declared itself "reopened". The state's stay at home orders have been rescinded. Although the rate of COVID-19  
24 infections and COVID-19-related deaths have diminished, the impact of COVID-19 on court operations still remains  
25 substantial. While the number of vaccinated San Bernardino County residents is growing, the number of confirmed  
26 COVID-19 cases and COVID-19-related deaths also continues to grow. San Bernardino County residents are still  
27 contracting COVID-19, and unfortunately, for some residents, the disease has been fatal. As of July 8, 2021, there  
28 are 300,403 confirmed COVID-19 cases and 4,724 deaths attributable to COVID-19 in San Bernardino County.

1 The court must balance access to justice with protecting the health and safety of the public, judicial  
 2 officers, staff, vendors, Sheriff's department staff, and inmates. While most business are permitted to operate with  
 3 no capacity limits or physical distancing requirements for customers, employers are subject to a different set of  
 4 standards and restrictions as determined by the Division of Occupational Safety and Health (Cal/OSHA). In May  
 5 2021, Cal/OSHA drafted amendments to its Emergency Temporary Standards related to COVID-19. On June 9,  
 6 2021, after two hearings where the public was permitted to offer feedback and comments, Cal/OSHA withdrew its  
 7 proposed revisions. On June 11, 2021, Cal/OSHA circulated new revisions that purport to align with current public  
 8 health guidance. Cal/OSHA adopted those revisions on June 17, 2021. Now that the workplace standards for  
 9 preventing the spread of COVID-19 have finally been settled and adopted, the court needs time to implement the  
 10 requirements.

11 Consequently, after careful deliberation, the court has concluded that requiring court users to file certain  
 12 court documents through courthouse drop boxes, by mail, facsimile, or through online options is the most reasonable  
 13 and measured way of managing court operations in alignment with the new Cal/OSHA regulations while  
 14 simultaneously protecting the health and safety of the public and court personnel by reducing in-person contact at  
 15 the court.

16 Consequently, pursuant to California Rule of Court 10.603, the court HEREBY ORDERS AS FOLLOWS:

17 Beginning July 12, 2021, and continuing until further notice, the ONLY documents that will be accepted  
 18 for over-the-counter filing at the clerk's office filing windows are the following:

19 **Barstow**

| Case Type                      | Pleading or Transaction   |
|--------------------------------|---|
| Small Claims                   | Request to Pay Judgment to Court  |
| Small Claims & Landlord Tenant | Ex Parte Motions  |
| Small Claims & Landlord Tenant | CCP 170.1 / 170.6 Motions   |
| Small Claims & Landlord Tenant | Notice of Appeal  |
| Small Claims & Landlord Tenant | Answers   |
| Small Claims & Landlord Tenant | Request to Enter Default  |
| Small Claims & Landlord Tenant | Continuances  |
| Small Claims & Landlord Tenant | Dismissals  |
| Small Claims & Landlord Tenant | Fee Waivers (to be filed)   |
| Traffic                        | All filings   |
| Family Law                     | Request for Domestic Violence Restraining Order   |
| Family Law                     | Request to Renew Domestic Violence Restraining Order and Notice of Hearing to Renew Restraining Order |

|    |            |  |
|----|------------|--|
| 1  | Family Law | Response to Request for Domestic Violence Restraining Order  |
| 2  | Family Law | Proof of Service of Request for Domestic Violence Restraining Order or Proof of Service to Renew Domestic Violence Restraining Order |
| 3  | Family Law | Request to continue Request for DV Restraining Order   |
| 4  | Family Law | Temporary Emergency (Ex Parte) Request for Orders requiring notice   |
| 5  | Family Law | Temporary Emergency (Ex Parte) Request for Orders Requesting to Waive Notice and Have Same Day Review                                |
| 6  | Family Law | New Filings - Only If the New Filing Has a Temporary Emergency (Ex Parte) Request for Orders   |
| 7  | Family Law | Hague Conventions (international kidnapping)   |
| 8  | Family Law | Responsive Declaration to Request for Order  |
| 9  | Family Law | Proof of Service of Request for Order or Responsive Declaration  |
| 10 | Family Law | CCP 170.1/3 and CCP 170.6 Challenges   |
| 11 | Family Law | Notice of Appeal   |
| 12 | Family Law | Payments on fee waiver payment plans   |
| 13 | Family Law | Payments for Posting of Court Reporter Fees  |

**Fontana**

| Case Type                      | Pleading or Transaction          |
|--------------------------------|----------------------------------|
| Small Claims                   | Request to Pay Judgment to Court |
| Small Claims & Landlord Tenant | Ex Parte Motions                 |
| Small Claims & Landlord Tenant | Notice of Appeal                 |
| Small Claims & Landlord Tenant | CCP 170.1 / 170.6 Motions        |
| Small Claims & Landlord Tenant | Answers                          |
| Small Claims & Landlord Tenant | Request to Enter Default         |
| Small Claims & Landlord Tenant | Continuances                     |
| Small Claims & Landlord Tenant | Dismissals                       |
| Small Claims & Landlord Tenant | Fee Waivers (to be filed)        |
| Traffic                        | All filings                      |

**Joshua Tree**

| Case Type                      | Pleading or Transaction          |
|--------------------------------|----------------------------------|
| Small Claims                   | Request to Pay Judgment to Court |
| Small Claims & Landlord Tenant | Ex Parte Motions                 |
| Small Claims & Landlord Tenant | CCP 170.1 / 170.6 Motions        |
| Small Claims & Landlord Tenant | Notice of Appeal                 |
| Small Claims & Landlord Tenant | Answers                          |
| Small Claims & Landlord Tenant | Request to Enter Default         |
| Small Claims & Landlord Tenant | Continuances                     |
| Small Claims & Landlord Tenant | Dismissals                       |
| Small Claims & Landlord Tenant | Fee Waivers (to be filed)        |
| Traffic                        | All filings                      |

|    |            |  |
|----|------------|--|
| 1  | Criminal   | All filings  |
| 2  | Family Law | Request for Domestic Violence Restraining Order  |
| 3  | Family Law | Request for Domestic Violence Restraining Order and Notice of Hearing to Renew Restraining Order                                     |
| 4  | Family Law | Response to Request for Domestic Violence Restraining Order  |
| 5  | Family Law | Proof of Service of Request for Domestic Violence Restraining Order or Proof of Service to Renew Domestic Violence Restraining Order |
| 6  | Family Law | Request to Continue Request for DV Restraining Order   |
| 7  | Family Law | Temporary Emergency (Ex Parte) Request for Orders requiring notice   |
| 8  | Family Law | Temporary Emergency (Ex Parte) Request for Orders Requesting to Waive Notice and Have Same Day Review                                |
| 9  | Family Law | New Filings – Only if the New Filing Has a Temporary Emergency (Ex Parte) Request for Orders   |
| 10 | Family Law | Hague Conventions (international kidnapping)   |
| 11 | Family Law | Responsive Declaration to Request for Order  |
| 12 | Family Law | Proof of Service of Request for Order or Responsive Declaration  |
| 13 | Family Law | CCP 170.1/3 and CCP 170.6 Challenges   |
| 14 | Family Law | Notice of Appeal   |
| 15 | Family Law | Payments on fee waiver payment plans   |
| 15 | Family Law | Payments for Posting of Court Reporter Fees  |

**San Bernardino Juvenile Delinquency/Dependency**

| Case Type                  | Pleading or Transaction |
|----------------------------|-------------------------|
| Delinquency and Dependency | All filings             |

**Rancho Cucamonga**

| Case Type | Pleading or Transaction |
|-----------|-------------------------|
| Criminal  | All filings             |

**San Bernardino Historic Courthouse (Family Law Division)**

| Case Type  | Pleading or Transaction  |
|------------|--|
| Family Law | Request for Domestic Violence Restraining Order  |
| Family Law | Request to Renew Domestic Violence Restraining Order and Notice of Hearing to Renew Restraining Order                                |
| Family Law | Response to Request for Domestic Violence Restraining Order  |
| Family Law | Proof of Service of Request for Domestic Violence Restraining Order or Proof of Service to Renew Domestic Violence Restraining Order |

|    |            |   |
|----|------------|---|
| 1  | Family Law | Request to Continue Request for DV Restraining Order  |
| 2  | Family Law | Temporary Emergency (Ex Parte) Request for Orders requiring notice                                    |
| 3  | Family Law | Temporary Emergency (Ex Parte) Request for Orders Requesting to Waive Notice and Have Same Day Review |
| 4  |            |   |
| 5  | Family Law | New Filings - Only If the New Filing Has a Temporary Emergency (Ex Parte) Request for Orders          |
| 6  | Family Law | Hague Conventions (international kidnapping)  |
| 7  | Family Law | Responsive Declaration to Request for Order   |
| 8  | Family Law | Proof of Service of Request for Order or Responsive Declaration                                       |
| 9  | Family Law | CCP 170.1/3 and CCP 170.6 Challenges  |
| 10 | Family Law | Notice of Appeal  |
|    | Family Law | Payments on fee waiver payment plans  |
|    | Family Law | Payments for Posting of Court Reporter Fees   |

**San Bernardino Justice Center**

| <b>Case Type</b> | <b>Pleading or Transaction</b>   |
|------------------|--|
| Criminal         | All filings  |
| Civil            | Requests for Dismissal   |
| Civil            | Requests for Restraining Orders (all types)  |
| Civil            | Notices of Settlement  |
| Civil            | CCP 170.1 I 170.6 Motions  |
| Civil            | Arraignment of Bench Warrants  |
| Civil            | Petitions for Release of Remains   |
| Civil            | Petitions for Expedited Minor's Compromise<br>Petitions Where a Hearing Is Not Requested |
| Civil            | Petitions for Ex Parte   |
| Civil            | Initial Trial Setting Conference Statement   |
| Civil            | New Filings (by drop or appointment only)  |
| Civil            | Fee payments   |
| Civil            | Limit to (1) transaction per person  |
| Civil            | All other in-person document filing by appointment only                                  |
| Probate          | Emergency Petitions for Temporary Guardianship   |
| Probate          | Emergency Petitions for Temporary Conservatorship  |
| Probate          | Ex Parte Petitions   |
| Probate          | Elder Abuse-Petition for Protective Orders   |
| Probate          | Behavioral Health Filings  |
| Probate          | Petition for Reestablishment of LPS Conservatorship                                      |
| Probate          | Lodging Wills  |
| Probate          | Orders and Letters (to be issued or for certification requests)                          |

|   |         |   |
|---|---------|---|
| 1 | Probate | CCP 170.1 / 170.6 Motions                                 |
| 2 | Probate | New filings (by drop only with 'received' stamp provided) |
| 3 | Probate | All other in-person document filing by appointment only   |

4  
5 **Victorville**

| 6 | Case Type | Pleading or Transaction |
|---|-----------|-------------------------|
| 7 | Criminal  | All Filings             |

8 **Miscellaneous Pleadings or Transactions for Various Districts**

|    |  |
|----|--|
| 9  | Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence) and related filings |
| 10 | Claim of Right to Possession or 3rd Party Claim Ex Parte papers (for Dept. 5 or Dept. 7 only)        |
| 11 | Answers/Responses to Unlawful Detainer Complaints  |
| 12 | Petition to Withdraw Money from Blocked Account  |
| 13 | Writs of Election  |

14 Any document or transaction that is NOT listed above MUST be submitted by drop box, mail, facsimile, or through online options or in person by appointment. In accordance with California Rule of Court 2.210, each courthouse of the Superior Court of California, County of San Bernardino will have drop boxes for filing papers Monday through Friday from 8:00 a.m. until 4 p.m. Any document deposited in a court's drop box by 4:00 p.m. that adheres to all applicable codes and/or court rules is deemed to have been deposited for filing on that day. Any document deposited in a court's drop box that adheres to all applicable codes and/or court rules 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 (2) it is deposited on a judicial holiday.

21 Documents continue to be accepted via mail. Documents submitted via mail, online services, or facsimile, and those dropped in the drop box will be processed with the same priority. Processing time will vary according to the court's prioritization of document types and backlogs.

24 Dated: July 13, 2021



26 **Michael Sachs**  
27 Presiding Judge of the Superior Court