

1 **SUPERIOR COURT**
2 **COUNTY OF SAN BERNARDINO**
3 247 West Third Street, Eleventh Floor
4 San Bernardino, CA 92415-0302
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7 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**
8 **FOR THE COUNTY OF SAN BERNARDINO**
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10 **IN RE:**

11 **TEMPORARY REDUCTION OF CLERK'S**
12 **OFFICE HOURS DUE TO COVID-19**

11 **GENERAL ORDER OF THE**
12 **PRESIDING JUDGE**

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18 Due to the COVID-19 pandemic, the Superior Court of California, County of San
19 Bernardino has been closed from March 17, 2020, and only hearing essential, time-
20 sensitive matters in accordance with emergency orders and statewide orders issued by
21 Chief Justice Tani Cantil-Sakauye, countywide and statewide orders issued by the San
22 Bernardino County Public Health Officer and the State Public Health Officer, executive
23 orders issued by Governor Gavin Newsom, and general implementation orders issued
24 by the court. The court's current emergency order was issued by Chief Justice Tani
25 Cantil-Sakauye on April 29, 2020 and expires on May 28, 2020, by which time the court
26 will have been closed for all matters except essential, time-critical functions for 51 days.

27 The court is currently implementing a reopening plan that includes handling a
28 substantial backlog of cases, calendaring and other functions associated with court

1 operations. Consequently, the court needs additional time during court days to process
2 cases, prepare court calendars, and perform other work of the court. Additionally, social
3 distancing mandates significantly impact the court's ability to provide services, process
4 new and existing case filings, and perform other court work. Consequently, after careful
5 deliberation, the court has concluded that reducing the clerk's office hours for a limited
6 time period is necessary to provide a reasonable and measured way of processing and
7 managing new and existing cases, managing the court calendars, and performing other
8 essential court functions while minimizing the impact on the citizens of San Bernardino
9 County and providing equal access to the court.

10 Additionally, court users may access the court through other means which
11 support social distance requirements. In accordance with California Rule of Court
12 2.210, each courthouse of the Superior Court of California, County of San Bernardino
13 will have drop boxes for filing papers Monday through Friday from 8:00 a.m. until 4 p.m.
14 Any document deposited in a court's drop box by 4:00 p.m. on a court day is deemed to
15 have been deposited for filing on that day. Any document deposited in a court's drop
16 box (1) on a court day after 4:00 p.m. or (2) on a judicial holiday is deemed to have
17 been deposited for filing on the next court day.

18 In accordance with California Rule of Court 2.253, court users may also access
19 the court through TurboCourt which permits court users to prepare and submit
20 documents to the court electronically. Further, under California Rules of Court 2.300
21 et seq., court users may file documents by facsimile. Court users may access case
22 information and make fine or fee payments through the court's online Case Search and
23 Calendar Search portal and payment system (Portal). Information regarding
24 TurboCourt, fax filing, and Portal can be found on the court's website at [www.sb-](http://www.sb-court.org)
25 [court.org](http://www.sb-court.org).

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

1 Beginning May 29, 2020, and continuing through November 30, 2020, all clerk's
2 offices of the Superior Court of California, County of San Bernardino, will reduce public
3 service hours of operation on court days from 8:00 a.m. to 4:00 p.m., Monday through
4 Friday, to 8:00 a.m. to 2:00 p.m., Monday through Friday. This is a temporary reduction
5 in clerk's office public service hours arising from the impact of the COVID-19 pandemic
6 and is not subject to California Government Code §68106.

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8 Dated: May 15, 2020.

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13 MICHAEL A. SACHS
14 Presiding Judge of the Superior Court
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