



DROP BOX FILING PROCEDURES

Criminal Debt Payments:

If you are dropping off a payment for a special assessment, fine, or a restitution payment, please note that we are only permitted to accept payments by **certified check or money order**. **We do not accept cash or personal checks.**

1. Place your payment in one of the white envelopes supplied by the court.
2. An electronic date stamp is located on top of the drop box. Using the electronic date stamp, place the envelope containing your payment through the electronic date stamp. The stamp will record the date and time the court "received" your payment. Please DO NOT put an electronic date stamp on your certified check or money order.
3. Place the envelope containing your payment in the Drop Box.
4. Payments in the Drop Box will be retrieved by court staff every Tuesday and Thursday during the current public health emergency arising from the coronavirus (COVID-19).

Documents to be Filed with the Court:

1. DATE-STAMP DOCUMENTS

An electronic date stamp is located on top of the drop box. Turn your original document face down and stamp the back of the **last page**. The stamp will record the date and time the court "received" the document.

The "filed" date, which will be placed on original documents by intake personnel, will be the same date as the "received" date.

2. PLACE DOCUMENTS IN ENVELOPE

To facilitate processing, place your document in one of the envelopes provided by the Court located next to the Drop Box.

3. PLEASE FILL OUT AND ENCLOSE IN THE ENVELOPE A NEW CIVIL CASE INFORMATION SHEET

If you do not have a case pending with the Court now, and you are filing documents to start a new civil case, please complete one filing information sheet for each new case you are filing. Place it in the envelope with your document. If you are not filing a new case, you do not need to include a civil case information sheet.

4. FILING FEE (IF REQUIRED)

You will be contacted by a case administrator during case opening on Tuesday or Thursday if the document you are filing requires a filing fee. You can arrange payment at that time.

5. PLACE THE ENVELOPE CONTAINING YOUR DOCUMENTS TO BE FILED WITH THE COURT IN THE DROP BOX

Documents in Drop Box will be retrieved by court staff every Tuesday and Thursday during the current public health emergency arising from the coronavirus (COVID-19).