

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

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8 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**
9 **FOR THE COUNTY OF SAN BERNARDINO**
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11 IN RE:

12 SECOND AMENDED GENERAL ORDER
13 LIMITING FILING AT CLERK'S OFFICE
14 AND REQUIRING FILING OF CERTAIN
15 CASE TYPES BY ALTERNATIVE
METHODS

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

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17 California faces unprecedented budgetary challenges resulting from the
18 economic downturn and uncertainty caused by the Coronavirus (COVID-19) pandemic.
19 To address a projected \$54.3 billion state budget gap and subsequent recession,
20 Governor Gavin Newsom signed a Fiscal Year (FY) 2020-2021 state budget that
21 included budget reductions throughout state government, including the judicial branch.
22 As a direct result of these state funding challenges, the San Bernardino Superior Court
23 projects a significant budget deficit that will impact how the court conducts its day-to-
24 day business operations. Specifically, a significant reduction in staffing will delay the
25 court's ability to provide services, and as a result, increase case processing backlogs.

26 In addition, public health agencies, including the Centers for Disease Control, the
27 California Department of Public Health, and local county health departments continue to
28 recommend stringent health and safety measures aimed at reducing the spread of

1 COVID-19. On June 18, 2020, the California Department of Public Health (Department)
2 issued guidance mandating that, subject to certain exemptions, all people in California
3 must wear face coverings in any indoor public space, when engaged in work, and while
4 outdoors in public spaces. The Department also requires persons to maintain social
5 distancing of at least six feet between people, when feasible. Additionally, in her March
6 17, 2020 statewide order, Chief Justice Tani Cantil-Sakauye permitted courts to make
7 changes in court operations during this pandemic to protect the health and safety of the
8 public, court personal, and criminal defendants brought before the court.

9 Driven by the public health agencies' recommendations and mandates, the
10 Superior Court of California in and for the County of San Bernardino issued a general
11 order on July 7, 2020, limiting public access to the court. On July 7, 2020, 15,345 San
12 Bernardino County residents had been confirmed to be infected with COVID-19 and
13 269 San Bernardino County residents had died from COVID-19. As of December 7,
14 2020, there have been 107,928 confirmed cases of COVID-19, and 1,188 San
15 Bernardino County residents have died from COVID-19. The number of those infected
16 continues to rise. Consequently, the court finds that it continues to be unsafe to conduct
17 in-person proceedings that would require convening large groups of people, including
18 parties, judicial officers, court staff, law enforcement, attorneys, witnesses, jurors, the
19 public, and others.

20 Statewide, the number of new cases has increased by over 112% since
21 November 19, 2020. The number of new hospital admissions has increased from 777
22 on November 15, 2020, to 1,651 on December 2, 2020. The current data represent an
23 unprecedented rise in the increase of COVID-19 cases, hospitalizations, and positive
24 test results statewide, prompting the Public Health Officer to issue a Regional Stay at
25 Home Order on December 3, 2020, that requires counties located in regions where ICU
26 bed capacity is less than 15% to implement varying forms of stay-at-home requirements
27 and modified business operations for local businesses, places of worship, and schools
28 until approximately December 25, 2020. The Southern California region, which includes

San Bernardino County, has less than 15% ICU bed capacity, and therefore San Bernardino County is subject to the new Regional Stay at Home Order.

After careful deliberation, the court has concluded that requiring court users to file certain court documents through courthouse drop boxes, by mail, facsimile, or through online options is the most reasonable and measured way of managing extremely difficult financial challenges while simultaneously protecting the health and safety of the public and court personnel by reducing in-person contact at the court.

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

Beginning December 8, 2020 and continuing until further notice, the ONLY documents that will be accepted for over-the-counter filing at the clerk's office filing windows are the following:

Barstow

Case Type	Pleading or Transaction
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	CCP 170.1 / 170.6 Motions
Traffic	Cash Payments
Traffic	Agency Citation Delivery

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Fontana

Case Type	Pleading or Transaction
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	CCP 170.1 / 170.6 Motions
Traffic	Cash Payments
Traffic	Agency Citation Delivery

Joshua Tree

Case Type	Pleading or Transaction
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	CCP 170.1 / 170.6 Motions
Traffic	Cash Payments
Traffic	Agency Citation Delivery
Criminal	All documents for cases set on calendar.
Criminal	CCP 170.1 / 170.6 Motions
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	Temporary Emergency (Ex Parte) Request for Orders requiring notice

1	Family Law	Temporary Emergency (Ex Parte)
2		Request for Orders Requesting to Waive
3		Notice and Have Same Day Review
4	Family Law	New Filings – Only if the New Filing Has
5		a Temporary Emergency (Ex Parte)
6		Request for Orders
7	Family Law	Hague Conventions (international
8		kidnapping)

San Bernardino Juvenile Delinquency/Dependency

Case Type	Pleading or Transaction
Dependency	Notice of Intent to File Writ
Dependency	Medical/Dental Requests
Dependency	Protective Warrants
Delinquency & Dependency	JV 180 - Request to Change Court Order
Delinquency & Dependency	JV 220 - Application for Psychotropic Medication
Delinquency & Dependency	JV 466 - Request to Return to Juvenile Court Jurisdiction and Foster Care
Delinquency & Dependency	Notice of Appeal
Delinquency & Dependency	Juvenile Temporary Restraining Orders
Delinquency	Warrants of Arrest / Priority Warrants
Delinquency	Request to Set Matter for Hearing

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Rancho Cucamonga

Case Type	Pleading or Transaction
Criminal	All documents for cases set on calendar
Criminal	CCP 170.1 / 170.6 Motions

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	Temporary Emergency (Ex Parte) Request for Orders requiring notice
Family Law	Temporary Emergency (Ex Parte) Request for Orders Requesting to Waive Notice and Have Same Day Review
Family Law	New Filings – Only If the New Filing Has a Temporary Emergency (Ex Parte) Request for Orders
Family Law	Hague Conventions (international kidnapping)

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San Bernardino Justice Center

Case Type	Pleading or Transaction
Criminal	All documents for cases set on calendar
Criminal	CCP 170.1 / 170.6 Motions
Civil	Requests for Dismissal
Civil	Requests for Restraining Orders (all types)
Civil	Notices of Settlement
Civil	CCP 170.1 / 170.6 Motions
Civil	Arraignment of Bench Warrants
Civil	Petition for Release of Remains
Civil	Petitions for Expedited Minor's Compromise Petitions Where a Hearing Is Not Requested
Civil	Petitions for Ex Parte
Civil	Trial Setting Conference
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

GENERAL ORDER: SECOND AMENDED GENERAL ORDER LIMITING FILING AT CLERK'S OFFICE
AND REQUIRING FILING OF CERTAIN CASE TYPES BY ALTERNATIVE METHODS

1	Probate	Certification Requests for Orders and
2		Letters with Bond (only if heard that day)
3	Probate	Special Letters (only for emergency
4		matters)
5	Probate	CCP 170.1 / 170.6 Motions

Victorville

Case Type	Pleading or Transaction
Criminal	All documents for cases set on calendar
Criminal	CCP 170.1 / 170.6 Motions
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	Temporary Emergency (Ex Parte) Request for Orders requiring notice
Family Law	Temporary Emergency (Ex Parte) Request for Orders Requesting to Waive Notice and Have Same Day Review
Family Law	New Filings – Only If the New Filing Has a Temporary Emergency (Ex Parte) Request for Orders
Family Law	Hague Conventions (international kidnapping)

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Miscellaneous Pleadings or Transactions for Various Districts

Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence) and related filings

Claim of Right to Possession or 3rd Party Claim Ex Parte papers (for Dept. 5 or Dept. 7 only)

Answers/Responses to Unlawful Detainer Complaints

Petition to Withdraw Money from Blocked Account

Writs of Election

Any document or transaction that is NOT listed above MUST be submitted by drop box, mail, facsimile, or through online options. 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.

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.

Dated: December 8, 2020



Michael A. Sachs
Presiding Judge of the Superior Court