

1 SUPERIOR COURT
2 COUNTY OF SAN BERNARDINO
247 West Third Street, Eleventh Floor
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 The state's stay at home orders have been rescinded.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.

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

Consequently, 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 court operations in alignment with the new Cal/OSHA regulations 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 July 12, 2021, 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
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

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
Family Law	Request to continue Request for DV 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)
Family Law	Responsive Declaration to Request for Order
Family Law	Proof of Service of Request for Order or Responsive Declaration
Family Law	CCP 170.1/3 and CCP 170.6 Challenges
Family Law	Notice of Appeal
Family Law	Payments on fee waiver payment plans
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

Criminal	All filings
Family Law	Request for Domestic Violence Restraining Order
Family Law	Request for 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
Family Law	Request to Continue Request for DV 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
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Family Law	Responsive Declaration to Request for Order
Family Law	Proof of Service of Request for Order or Responsive Declaration
Family Law	CCP 170.1/3 and CCP 170.6 Challenges
Family Law	Notice of Appeal
Family Law	Payments on fee waiver payment plans
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

Family Law	Request to Continue Request for DV 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
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San Bernardino Justice Center

Case Type	Pleading or Transaction
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 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

Victorville

6	Case Type	Pleading or Transaction
	Criminal	All Filings

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
	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 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.

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: July 13, 2021



Michael Sachs
Presiding Judge of the Superior Court