

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 **AMENDMENT TO GENERAL ORDER:**

13 **LIMITING FILING AT CLERK'S OFFICE**
14 **AND REQUIRING FILING OF CERTAIN**
15 **CASE TYPES BY ALTERNATIVE**
16 **METHODS**

} **GENERAL ORDER OF THE**
PRESIDING JUDGE

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

25 Public health agencies, including the CDC, the California Department of Public
26 Health, and local county health departments have recommended increasingly stringent
27 social distancing measures of at least six feet between people, and they encourage
28 vulnerable individuals to avoid public gatherings and spaces. They have also required

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essential businesses to proactively manage social distancing and other safety and health measures. (The State of California has deemed courts essential businesses). These mandates impact the court's ability to provide services, process new and existing case filings, and perform other court work.

As of May 28, 2020, 4,914 people within the County of San Bernardino have been confirmed to be infected with COVID-19, and 190 people have died from COVID-19. The number of those infected continues to rise. 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 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 May 29, 2020 and continuing through November 30, 2020, 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)

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

San Bernardino Juvenile Delinquency/Dependency

13	Case Type	Pleading or Transaction
14	Dependency	Notice of Intent to File Writ
15	Dependency	Medical/Dental Requests
16	Dependency	Protective Warrants
17	Delinquency & Dependency	JV 180 - Request to Change Court Order
18	Delinquency & Dependency	JV 220 - Application for Psychotropic
19		Medication
20	Delinquency & Dependency	JV 466 - Request to Return to Juvenile
21		Court Jurisdiction and Foster Care
22	Delinquency & Dependency	Notice of Appeal
23	Delinquency & Dependency	Juvenile Temporary Restraining Orders
24	Delinquency	Warrants of Arrest / Priority Warrants
25	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 Statement
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

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1	Probate	Lodging Wills
2	Probate	Certification Requests for Orders and
3		Letters with Bond (only if heard that day)
4	Probate	Special Letters (only for emergency
5		matters)
6	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 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.

THIS ORDER IS EFFECTIVE IMMEDIATELY.

Dated this 29th day of May, 2020.

MICHAEL A. SACHS
Presiding Judge of the Superior Court

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