



The Superior Court of California,  
County of Yolo

725 Court Street, Room 308 • Woodland, California 95695 • Telephone 530-406-6838 • Fax 530-406-6835

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ADMINISTRATIVE ORDER  
No. 2012-031

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DATE December 21, 2012 SUBJECT Drop Box Policy

FROM Steven M. Basha, Presiding Judge EFFECTIVE December 24, 2012

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- All original documents must be stamped with the date and time on the **back of the last page**.
  - Documents that are date and time-stamped before 4:00 p.m. will be filed as of the date received (California Rules of Court, Rule 2.210).
  - Documents date and time-stamped after 4:00 p.m. will be file marked with the next business day.
  - Documents not date and time-stamped will be file marked with the next business date.
  - Documents shall be clipped or placed in an envelope. Documents not clipped or placed in an envelope shall be returned un-filed.
  - Check or money order with the appropriate fees shall be securely fastened to the documents. No Cash shall be deposited in the drop box.
  - The Court will conform up to **two (2) copies** of each document. The clerk will return the copies via regular mail if a self-addressed stamped envelope is provided.
  - Incomplete documents, documents without the appropriate fees (if applicable) or documents deposited in error will be rejected and will not be deemed filed.
  - Matters requiring immediate judicial attention (i.e. requests for temporary orders, requests for restraining orders based on domestic violence or civil harassment) shall not be deposited in the drop box.

**DOCUMENTS SHALL BE REMOVED FROM THE DROP BOX EACH BUSINESS DAY AT 8:00 A.M. AND 4:00 P.M.**

**DOCUMENTS DEPOSITED IN THE DROP BOX ARE LEFT AT YOUR OWN RISK AND THE COURT ASSUMES NO RESPONSIBILITY FOR STATUTORY DEADLINES.**

Signed this 21<sup>ST</sup> day of December, 2012

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Steven M. Basha, Presiding Judge