

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF DEL NORTE

**Standing Order 21-003
Clerk Counter Hours and Filing Deadlines**

As the State of California continues to reopen following the COVID-19 pandemic and in accordance with the Governor of California and Cal/OSHA rules and regulations, the Del Norte Superior Court will re-open clerk counters effective July 6, 2021 from 8:00 a.m. to 4:30 p.m. The counters will close at 4:30 p.m. to allow sanitation, processing and preparing for the next business day.

Courthouse Mailbox #31, located in the main lobby of the courthouse, will be opened and available from 4:30 p.m. to 5:00 p.m. for receipt of filings after the counter closes at 4:30p.m. The documents placed in the courthouse mailbox will reflect the date of filing as the date it was placed in the mailbox.

The exterior court mailbox, located outside on the H Street side of the courthouse will be available 8:00 a.m. to 4:00 p.m.

Agencies, attorneys and members of the public are reminded of the following filing deadlines:

For documents relating to cases with a calendar date, the filing deadline is 10:30a.m. the court day before. Documents after 10:30am will need to be filed in open court.

Requests to add to calendars must be received by 10:30a.m. the prior day, unless it falls into the categories mentioned below.

For criminal *Complaints*, *Requests to Add to Calendar*, signed *Agreements to Appear* on active warrants and/or *Bail Review* reports for the 1:10p.m. Arraignment (in-custody) calendar, the filing deadline will remain by 10:30a.m. the day of.

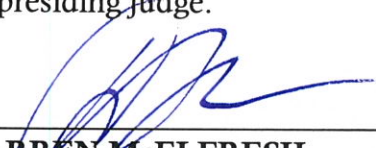
For criminal *Complaints* that have signed *Agreements to Appear* for Tuesdays at 1:30p.m. and Fridays at 10:30am the filing deadline is 3:30p.m. the day before the set appearance date.

For new juvenile petitions/detention hearing add-ons, please call the Judge's judicial assistant for a date and time as per normal protocol.

Exceptions may be made upon contacting the court with a proper and valid reason of why a deadline may not be met.

This order will remain in effect pending further order of the presiding judge.

DATED: JUN 18 2021



DARREN McELFRESH
Presiding Judge