



Superior Court of the State of California, County of Yolo

In lieu of standing in line, Yolo Superior Court is providing a drop box as a courtesy to litigants and attorneys. Pursuant to Administrative Order No. 2012-031, documents left in the drop box shall be handled as follows:

- 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.