

**THIS MESSAGE IS BEING TRANSMITTED ON BEHALF OF  
MICHAEL M. RODDY, EXECUTIVE OFFICER  
SAN DIEGO SUPERIOR COURT**

November 17, 2008

**Reducing Public Business Office Hours**

As a result of reduced funding, the San Diego Superior Court will be reducing our public business office hours beginning Monday, December 1, 2008.

The current state budget has resulted in reduced funding for many state services, agencies and even the judicial branch. In response to this budget crisis, the San Diego Superior Court has worked diligently over the past year to meet the needs of court users and litigants while reducing expenses to stay in line with our authorized level of funding. One of the ways the court has responded to the new budget reality is to reduce the number of court employees by not replacing those who have retired or left the court workforce. With fewer employees to handle the work of the court, and backlogs growing in many areas within our clerk's offices, we must take steps to balance the time we are open to the public with our need to provide the clerical time needed for necessary document processing that must occur to move cases through the court system in a timely manner. Given the fiscal reality facing the court, we must reluctantly reduce our public service hours by one hour a day. *Attached is a chart showing the current and revised hours of operation beginning Monday, December 1, 2008.*

Although the court is faced with this difficult decision to reduce our public business office hours, we are continuing to develop new online services to provide easier and better access to current and additional court services. New services available through the Superior Court website, [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov), include the ability to:

- Pay a traffic ticket, sign up for traffic school, or request an extension
- Pay court-ordered fines or fees
- Look up information on court cases using our Case Search lookup, Register of Actions, Court Calendar, Civil & Probate Law and Motions Page or New Case Filings
- Look up jury service information or request an extension
- Quick links to Child Support, DMV, Sheriff's Warrant and Restraining Order indexes
- Information to help guide one through court locations and services

In addition to these online services, all court locations provide drop boxes where court filings can be deposited before 5:00 p.m. and will be considered filed that business day.

We appreciate the patience and support of our court employees and court users as we continue to search for innovative ways to provide court services to both the legal community and the public.

**MICHAEL M. RODDY**  
Executive Officer

**SAN DIEGO SUPERIOR COURT**  
**BUSINESS OFFICE AND PHONE HOURS - EFFECTIVE DECEMBER 1, 2008**

**CENTRAL DIVISION**

DEPARTMENT/AREA	BUSINESS OFFICE HOURS		PHONE HOURS
	Current	Eff. 12/1/08	Eff. 12/1/08
Appeals	8:30-4:30	<b>9:00-4:00</b>	<b>9:00-4:00</b>
Central Records (basement)	8:30-4:30	<b>9:00-4:00</b>	<b>9:00-4:00</b>
Civil	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Court Reporters	8:30-4:30	<b>9:00-4:00</b>	<b>9:00-4:00</b>
Criminal Business Office – 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> floors	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Family	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Family Support Division	8:30-4:30	<b>9:00-4:00</b>	<b>9:00-4:00</b>
Jury	7:30-4:30	<b>7:30-4:45</b>	<b>10:00-3:30</b>
Juvenile	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Probate	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Small Claims	8:00-4:00	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Traffic	7:30-4:30	<b>8:00-4:00</b>	<b>8:00-4:00</b>

**EAST COUNTY DIVISION**

DEPARTMENT/AREA	BUSINESS OFFICE HOURS		PHONE HOURS
	Current	Eff. 12/1/08	Eff. 12/1/08
Civil	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Criminal	8:00-4:30	<b>8:00-3:30</b>	<b>8:30-3:30</b>
Family	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Jury	7:30-4:30	<b>7:30-4:30</b>	<b>10:00-3:30</b>
Juvenile	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Small Claims	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Traffic	8:00-4:30	<b>8:00-3:30</b>	<b>8:30-3:30</b>

**Note: Business Office and Phone Hours for Family Court Services, Family Law Facilitator, and Small Claims Legal Advisor WILL NOT be changing.**

**Drop Boxes WILL NOT be affected.**

**SAN DIEGO SUPERIOR COURT**  
**BUSINESS OFFICE AND PHONE HOURS - EFFECTIVE DECEMBER 1, 2008**

**NORTH COUNTY DIVISION**

DEPARTMENT/AREA	BUSINESS OFFICE HOURS		PHONE HOURS
	Current	Eff. 12/1/08	Eff. 12/1/08
Appeals	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Civil	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Criminal	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Family	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Jury	7:30-4:30	<b>7:30-4:30</b>	<b>10:00-3:30</b>
Juvenile	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Probate	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Small Claims	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Traffic	7:30-4:30	<b>7:30-3:30</b>	<b>8:30-3:30</b>

**SOUTH COUNTY DIVISION**

DEPARTMENT/AREA	BUSINESS OFFICE HOURS		PHONE HOURS
	Current	Eff. 12/1/08	Eff. 12/1/08
Civil	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Criminal	7:30-4:30	<b>7:30-3:30</b>	<b>7:30-3:30</b>
Family	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Jury	7:30-4:30	<b>7:30-4:30</b>	<b>10:00-3:30</b>
Juvenile	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Small Claims	8:30-4:30	<b>8:30-3:30</b>	<b>8:30-3:30</b>
Traffic	7:30-4:30	<b>7:30-3:30</b>	<b>7:30-3:30</b>

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