

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**  
10

11 **IN RE:**

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

} **GENERAL ORDER OF THE**  
PRESIDING JUDGE

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

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

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BY ALTERNATIVE METHODS

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

4 As of May 28, 2020, 4,914 people within the County of San Bernardino have  
5 been confirmed to be infected with COVID-19, and 190 people have died from COVID-  
6 19. The number of those infected continues to rise. After careful deliberation, the court  
7 has concluded that requiring court users to file certain court documents through  
8 courthouse drop boxes, by mail, facsimile, or through online options is the most  
9 reasonable and measured way of protecting the health and safety of the public and  
10 court personnel by reducing in-person contact at the court.

11 Consequently, pursuant to California Rule of Court 10.603, the court HEREBY  
12 ORDERS AS FOLLOWS:

13 Beginning May 29, 2020 and continuing through November 30, 2020, the ONLY  
14 documents that will be accepted for over-the-counter filing at the clerk's office filing  
15 windows are the following:

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19 **Barstow**

<b>Case Type</b>	<b>Pleading or Transaction</b>
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	170.1, 170.6
Traffic	Cash payments
Traffic	Agency citation delivery

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**Fontana**

<b>Case Type</b>	<b>Pleading or Transaction</b>
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	170.1, 170.6
Traffic	Cash payments
Traffic	Agency citation delivery

**Joshua Tree**

<b>Case Type</b>	<b>Pleading or Transaction</b>
Small Claims	Request to Pay Judgment to Court (w/cash only)
Landlord Tenant	Ex Parte Motions
Landlord Tenant	170.1, 170.6
Traffic	Cash payments
Traffic	Agency citation delivery
Criminal	All documents for cases set on calendar.
Criminal	CCP 170.1/CCP170.6 motion
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)

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	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

**San Bernardino Juvenile Delinquency/Dependency**

<b>Case Type</b>	<b>Pleading or Transaction</b>
Dependency	Notice of Intent to File Writ
Delinquency & Dependency	Juvenile Temporary Restraining Orders
Dependency	Medical/Dental Requests
Dependency	Protective Warrants
Delinquency & Dependency	JV 180- Request to Change Court Order
Delinquency & Dependency	JV 220 – Application for Psychotropic Medication
Delinquency & Dependency	JV 466 Request to Return to Juvenile Court Jurisdiction and Foster Care
Delinquency	Notice of Appeal
Delinquency	Warrants of Arrest / Priority Warrants
Delinquency	Request to Set Matter for Hearing

**Rancho Cucamonga**

<b>Case Type</b>	<b>Pleading or Transaction</b>
Criminal	All documents for cases set on calendar.
Criminal	CCP 170.1/CCP170.6 motion

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**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)

**San Bernardino Justice Center**

Case Type	Pleading or Transaction
Criminal	All documents for cases set on calendar.
Criminal	CCP 170.1/CCP170.6 motion
Criminal	PC1203.2/PC1203.3/PC1203.4 motion
Criminal	PC987.2/PC987.9 motions (usually filed in the courtroom, but will accept at clerk's office window)
Civil	Peremptory Challenge Pursuant to CCP

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	170.6 or 170.1
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.
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
Probate	Lodging Wills
Probate	Certification requests for Orders and Letters with Bond (only if heard that day)
Probate	Special Letters (only for emergency matters)
Probate	Peremptory Challenge Pursuant to CCP 170.6 or 170.1

**Victorville**

<b>Case Type</b>	<b>Pleading or Transaction</b>
Criminal	All documents for cases set on calendar.
Criminal	CCP 170.1/CCP170.6 motion

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1	Family Law	Request for Domestic Violence Restraining Order
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3	Family Law	Request to Renew Domestic Violence Restraining Order and Notice of Hearing to Renew Restraining Order
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5	Family Law	Temporary Emergency (Ex Parte) Request for Orders requiring notice
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7	Family Law	Temporary Emergency (Ex Parte) Request for Orders requesting to waive notice and have same day review
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10	Family Law	New Filings – only if the new filing has a Temporary Emergency (Ex Parte) Request for Orders
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**Miscellaneous Pleadings or Transactions for Various Districts**

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16	Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence) and related filings	
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18	Petitions for Change of Name or Gender	
19	Claim of Right to Possession or 3rd Party Claim Ex Parte papers (for Dept. 5 or Dept. 7 only)	
20	Answers/Responses to Unlawful Detainer Complaints	
21	Petition to Withdraw Money from Blocked Account	
22	Writs of Election	
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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

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1 to all applicable codes and/or court rules is deemed to have been deposited for filing on  
2 that day. Any document deposited in a court's drop box that adheres to all applicable  
3 codes and/or court rules is deemed to have been deposited for filing on the next court  
4 day if: (1) it is deposited on a court day after 4:00 p.m. or (2) it is deposited on a judicial  
5 holiday.

6 Documents continue to be accepted via mail. Documents submitted via mail and  
7 those dropped in the drop box will be processed with the same priority. Processing time  
8 will vary according to the court's prioritization of document types and backlogs.

9 THIS ORDER IS EFFECTIVE IMMEDIATELY.

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12 Dated this 28th day of May, 2020.

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18 MICHAEL A. SACHS  
19 Presiding Judge of the Superior Court  
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