



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street ~ Room 102
Sacramento, CA 95814-1380
(916) 874-5522—Website www.saccourt.com

Amended Public Notice
Effective October 2, 2017

Filings for Complex Cases Assigned to Department 35

Amendment: Filings for Department 35 require one original (unbound) and two copies. If you require a copy back, please submit an original and three copies.

1. The following documents shall be filed directly in Department 35:

- Any documents as ordered by the assigned judge.
- Civil Trial and Post-Trial Motions, oppositions and replies.
- Documents for trials and final pretrial readiness conferences.

2. The following documents shall be dropped for processing at Window# 9 located in Room 102.

- Motions for Class Certification and related filings.
- Motions for Complex designation.
- Motions or stipulations strictly related to case management such as stipulations to appoint a special master or referee.
- Case Management Statements.
- Proposed Case Management Orders and objections thereto.
- Referee or Special Master Recommendations and objections thereto.
- Request for Continuance.
- Request for Dismissal.
- Notice of Dropping a Pending Matter.

For any motion or ex parte requiring a hearing please contact Department 35 to reserve your hearing date and time.

3. All other filings for Complex Cases assigned to Department 35 shall be dropped via the Civil Filing Drop Box in Room 102 or at Window #9 with the following exception: Law & Motion documents shall be filed at the Law & Motion Civil Filing Window located at the Hall of Justice Building, 813 6th Street – Second Floor, Sacramento, CA 95814.