



PUBLIC NOTICE

**Government Code section 68106 requires trial courts to provide notice to the public at least 60 days before closing any courtroom or closing or reducing the hours of clerks' offices by conspicuous posting within its facilities and on its public website.*

NOTICE OF REDUCTION IN CLERK'S OFFICE HOURS

Posted September 24, 2014

Pursuant to *Government Code* §68106, the Superior Court of California, County of Amador will be further reducing its hours of operations, by closing the Clerk's Office a half hour earlier Monday through Thursday, and by closing the office every other Friday to mitigate the impact of staff reductions and backlogs. Courtrooms will remain open Monday through Friday and are unaffected by this change.

Currently, the Clerk's Office filing windows and telephones are open to the public from 9:30 a.m.-3:00 p.m., Monday through Thursday and from 9:30 a.m. to 12:00 p.m. on Fridays, excluding court holidays and weekends. **Effective November 24, 2014**, the Amador Superior Court "**new hours**" of operation in the Clerk's Office will be as follows:

MONDAY through THURSDAY
9:30 a.m. – 2:30 p.m.

FRIDAY- "CLOSED" the 1st and 3rd Friday of the month.
9:30 a.m. – 12:00 p.m. all other Fridays.

The following is a list of the Friday closure days for **Fiscal Year 2014-2015**:

- In 2014: November 21, December 5, 19
- In 2015: January 2, 16, February 6, 20, March 6, 20, April 3, 17, May 1, 15, June 5, 12.

Although the Clerk's Office will be closed on the above Fridays, a clerk will be available on those days to accept any necessary documents for filing on an emergency basis, for example, requests for restraining orders. The public will remain able to pay certain traffic fines and fees and to access court calendar information on the court's website at www.amadorcourt.org, and may also access calendars and certain case information at the public kiosk located in the courthouse.

A drop box also will be available to receive documents for same day filing Monday through Friday when the Clerk's Office is closed. Filing deadlines will not be extended due to the limited service days. Pursuant to California Rules of Court, rule 2.210(b) any document deposited in a court's drop box by or before **5:00 p.m.** on a court day is deemed to have been deposited for filing on that day. All documents will be removed from the drop box at 5:00 p.m., daily. Any document dropped after 5:00 p.m. will be received and filed the following court business day.

This action is necessary due to the ongoing reductions to the Amador Superior Court budget for Fiscal Year 2014-2015. A new funding methodology and reductions to the Court's allocation has required it to, once again, examine all areas of operation for efficiency and to make further reductions in both staffing and service levels. The Court had to exhaust its reserves to offset prior year reductions. The fiscal year ending June 30, 2013, the Court had a \$0 fund balance.

Over the last few years the Court has instituted several cost saving measures. It has implemented a 7.38% reduction in pay for court staff by requiring all to take two unpaid holidays, eliminated its Human Resources position, reduced the Court Reporter position to a three (3) day workweek, implemented a voluntary staff retirement program, required mandatory furloughs, and frozen merit pay increases in order to balance the budget.

As a result of continuing reductions to its state funding, however, the Amador Superior Court does not have the ability to maintain public hours at the same level. The court will be continually faced with reducing services and eliminating staff positions not only for Fiscal Year 2014-2015, but also going into Fiscal Year 2015-2016, if there is no restoration of funds.

Anyone wishing to comment on the announced reduction in the Clerk's Office hours, please submit your comments by regular mail no later than November 20, 2014. Direct your response to Amador Superior Court, Barbara Cockerham, 500 Argonaut Lane, Jackson, CA, 95642. You may also send your comments via email to scadmin@amadorcourt.org. All public input will be considered.