



Superior Court of California, County of El Dorado

PUBLIC NOTICE RE: TEMPORARY CLERK'S COUNTER CLOSURES

The Superior Court of El Dorado County (Court) continues to closely monitor the Novel Coronavirus (COVID-19) situation. Any modifications to Court operations will take into consideration our obligation to serve the public and protect individuals' rights while considering the safety of the public, justice system partners and employees. For updates and information regarding modifications visit the Court's website at <http://www.eldoradocourt.org/>.

Effective **Monday, March 16, 2020**, all Clerk's Counters will be closed to the public in all Court facilities. Services provided at the Clerk's Counters will be accessible as follows:

- **Drop Box** – A drop box is located on the outside of each Court facility and is available 24 hours per day. **Filings** presented to the Court may be placed in the drop boxes. Filings placed in the drop boxes after 4:00 p.m. will be filed by the Court on the next Court business day.
- **Record Search Requests** – Requests may be submitted by mail or fax. For information on how to submit a record search request visit <http://www.eldoradocourt.org/onlineservices/recordsearch.html>.
- **General Information** – Please refer to the Court's website at <http://www.eldoradocourt.org/> for information regarding services, calendars and divisions. For information on how to contact the Court by phone or email visit <http://www.eldoradocourt.org/generalinfo/locations-contact.html>.
- **Exterior Window at Placerville Fair Lane Branch** – Located at 295 Fair Lane, Placerville, CA 95667 the exterior window will be open to the public. While the exterior window is open, use of the other options for accessing services are encouraged.

NOTE: The above modifications will remain in place until further notice.