



PUBLIC NOTICE

Release Date: May 20, 2021

SUPERIOR COURT OF
CALIFORNIA
COUNTY OF SAN BERNARDINO
247 West Third Street, 11th Floor
San Bernardino, Ca 92415-0302
www.sb-court.org

909-708-8747

Michael A. Sachs
Presiding Judge

Nancy CS Eberhardt
Court Executive Officer

CLERK'S OFFICE HOURS EXTEND TO 2:00 P.M. EFFECTIVE JUNE 21, 2021

SAN BERNARDINO, CA – San Bernardino Superior Court (SBSC) will increase hours of operation for clerk's offices in each of the court's locations throughout the county (with the exception of Big Bear and Needles) from 8:00 a.m. to 2:00 p.m. effective Monday, June 21, 2021 after being reduced since January 4, 2021 due to safety protocols and staffing impacts resulting from the Coronavirus (COVID-19) pandemic.

Remote options to conduct court business continue to be available:

- **Drop boxes** – Are used for filing papers and are available at each court location from 8:00 a.m. to 4:00 p.m. Any document deposited in a court's drop box up to and including 4:00 p.m. on a court day is deemed to have been deposited for filing on that day. **No cash payments are accepted via drop box.**
- **TurboCourt** – This service permits court users to prepare and submit documents to the court electronically.
- **Fax filing** – Court users may also file documents by [facsimile](#).
- **Online options** – Court users may access case information and make fine or fee payments through the court's online [Case Search and Calendar Search portal and payment system](#) (Portal).

COVID-19 safety protocols continue to be in place, such as social distancing and face masks (for details see [General Order](#)). All court users, including judicial officers, employees, attorneys, litigants, and the general public must wear a face covering at all times and maintain six feet of social distance between you and others while inside any court location. Security and Sheriff's personnel will turn away any person not following this order. The San Bernardino Superior Court (SBSC) continues to follow all state and [local public health orders](#) to ensure the safety of all court users, judicial officers and employees while balancing access to justice during the COVID-19 pandemic (See [Court's Statement](#)).

As a reminder, do not come into any court location if you have COVID 19, have been exposed to someone with COVID-19, feeling ill, or have been asked to quarantine by a healthcare professional. All court users are encouraged to take the [self-screening assessment](#), and view this [flyer](#) and [video](#) for safety protocols in place.

Members of the public are encouraged to frequently check SBSC's website (www.sb-court.org), social media accounts ([Twitter](#) and [Facebook](#)), and designated COVID-19 page (www.sb-court.org/covid-19) for the latest services available to the public.

For media inquiries, contact Julie Van Hook Communication and Public Affairs Officer, courts-pio@sbcourt.org.