

Packet reviewed by: _____

Date: _____

Sacramento Superior Court – Gordon D. Schaber Civil Document Drop-Off Sheet
720 9th Street, Room 102, Sacramento, CA 95814

A SEPARATE SHEET MUST BE COMPLETED AND ATTACHED TO EACH SORTED BUNDLE.

The last page of the original and each copy of the filing must be time/date stamped.

Note: APPEALS Documents – MUST be filed at the Civil Appeals Counter, Room 101–Documents NOT accepted via the drop box

Contact Name: _____ Contact Phone #: _____

Return Documents by Mail to _____
 (Full Name and Address)

Place Documents in Attorney Box under: (Attorneys/Law Offices only) _____)

Method of Fee(s) Payment: Check Fee Waiver(s) Attached ***Do not place cash in the drop box.**

No. of Documents	Document Name	No. of Documents	Document Name
	Amended Complaints		Motions (<i>Except – In Limine filed in the trial department</i>)
	Amendments to Complaint		New Complaint (w/ Summons, Civil Case Cover Sheet, Declarations)
	Answers / Cross Complaints/Summons/ Amended		New Complaint – Unlimited Unlawful Detainer
	Arbitration and Mediation Documents		Notices – General/Other
	Case Management Processing Documents (CMP)		Orders of Examination
	Default / Judgment UNLAWFUL DETAINER CASES		Proofs of Service and Non-Service
	Default ONLY		Satisfactions of Judgment
	Defaults with Judgment Packet - Clerk		Stipulations Non Law & Motion Dept.
	Defaults with Judgment Packet - Court		Substitution of Attorney
	Dismissals, Request for		Writ of Mandate Documents
	Ex Parte Applications Dept. 47		Writs/Abstracts
	Fees – Jury or Court Reporter Fees		Other:
	Limited Civil – Case Status Memorandum		
	Limited Civil – Stipulation and Order to Arbitration/Mediation		

Law and Motion documents (Dept. 53 & Dept. 54 Only) MUST be filed at the Hall of Justice Building 813 6th Street, Room 212, Sacto., CA 95814

For Civil Document Filing Locations, see the Civil Document Filing Guidelines at www.saccourt.ca.gov.