

Office of:  
W. SAMUEL HAMRICK, JR.  
Court Executive Officer



4050 Main Street  
Riverside, CA 92501

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE**

**PUBLIC NOTICE  
DAILY FILING DEADLINES**

Please note that effective December 1, 2014, filing cut-off times will be 4:00 p.m. for **all** types of filings. This includes in-person, drop box, efile and fax filing [CCP 1010.6(b)(3) provides that electronic filings should have the same filing cut-off as all other filings]. Filings will be accepted at the counter until 4:00 p.m. on any court business day. Any document deposited in a court's drop box up to and including 4:00 p.m. will be deemed to have been filed that day. All documents deposited in drop boxes after 4:00 p.m. will be deemed filed 'next day'. The same will apply to filings that come in an electronic manner, whether by efile or fax file.

Members of the public will be assisted until 4:00 p.m. on each court business day<sup>1</sup>. If a customer is not at the counter by 4:00 p.m., they may utilize other options within the courthouse, such as the drop boxes, self-help terminals, kiosks, and Interactive Voice Recognition (IVR) phones, where available.

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<sup>1</sup> The Blythe Court is closed to the public on Mondays and Wednesdays. A drop box will be available outside the building and any filings dropped on one of those days, prior to 4:00 p.m., will be considered filed 'same day'.