



**SUPERIOR COURT OF CALIFORNIA**  
COUNTY OF SACRAMENTO

Please observe the following requirements for documents submitted to the Court:

- For departmental filings, submit an original (clipped or rubber-banded per Local Rule 2.02), a copy for the department (securely bound – either stapled or acco-fastened) and an additional copy to be stamped and returned to you. [Note – the original only is to be clipped. Please do not use 1 clip for the original and copies.]
- The copy to be sent to the department must be fully compliant with CRC 3.1110. For documents associated with a hearing date, the date/time/dept info must be provided on all documents submitted.
- Pursuant to CRC 3.1110(f) exhibit tabs are required on the departmental copy. “Each exhibit must be separated by a hard 8 ½ X 11 sheet with hard paper or plastic tabs extending below the bottom of the page, bearing the exhibit designation....” Originals do not require tabs.
- Documents should be grouped by document type, with the original on top (clipped) and the copies below (securely bound) – not grouped in sets of all of the originals, 2<sup>nd</sup> set of copies, 3<sup>rd</sup> set of copies.
- Per Local Rule 2.26, filings for Writ of Mandate cases require an original (unbound) and three copies (two for the Writ Department and one to be stamped and returned to you).
- Please refer to Local Rule 1.16. Documents placed in the drop box should be stamped on the back of the last page, not the front of the document.
- Per Local Rule 2.39 the following Motions are to be reserved in advance with the applicable Calendaring Clerk for Dept 53 [(916) 874-7858] or Dept 54 [(916) 874-7848]:
  - Motion for Summary Judgment/Adjudication
  - Motion for Judgment on the Pleadings
  - Special Motions to Strike per CCP 425.16
  - Demurrers