

FILED

MAR 18 2020

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3 Clerk of the Court
Superior Court of California
County of Calaveras
By D. Baer, Deputy

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6 GENERAL ORDER OF THE
7 CALAVERAS COUNTY SUPERIOR COURT
8 RESPONSE TO COVID 19 (NO.1)

9 WHEREAS, IT IS THE MISSION OF THE Calaveras County Superior Court to
10 provide equal justice for all, and

11 WHEREAS, the Court's values are to provide equal justice in a timely, consistent
12 and professional manner,

13 WHEREAS, the Superior Court of Calaveras County (Court) continues to closely
14 monitor the Novel Coronavirus (COVID-19) situation. The Court is applying guidance
15 from the Federal Centers for Disease Control and Prevention (CDC), California
16 Department of Public Health, Calaveras County Health and Human Services Agency and
17 the Judicial Council of California to mitigate the impacts of the COVID-19. The Court is
18 assessing its response to the crisis as new information becomes available. Any
19 modifications to Court operations will take into consideration the health and safety of the
20 public, justice system partners and employees while protecting liberty and due process
21 rights.


22 NOW, THEREFORE IT IS ORDERED as follows:

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- 24 - Effective **Thursday, March 19, 2020**, all Clerk's Counters will be closed to the
25 public. Services provided at the Clerk's Counters will be accessible as follows:
 - **Drop Box** – A drop box is located in the public entrance and is available
Monday thru Friday 8:15-4:00pm. **Filings** presented to the Court may be
placed in the drop box. Filings placed in the drop boxes after 4:00 p.m. will be
filed by the Court on the next Court business day. When placing a document in
the drop box, a self-addressed stamped envelope must be attached for the
court to return the filed documents. The most current contact information must
be included on the document.
 - Parties may also file documents using **Odyssey® eFileCA** that allows users to
easily open court cases and e-file documents directly to the Court anytime and
from anywhere — 24 hours a day, seven days a week, 365 days a year.

1 Additional information can be obtained on the Court's website at
2 <http://www.calaveras.courts.ca.gov/>.

- 3 - If a Request for Ex-Parte Hearing or Application for Immediate Hearing is
4 granted, the requesting party will be notified by a Court clerk and arrangements
5 will be made to obtain a copy of the signed document.
- 6 - **Payments** - Payments can be made by mail, via drop box with check, money
7 order or cashier's check or on-line <https://cacalaverasportal.tylerhost.net/Portal/>.
8 Please do not send cash.
- 9 - **Record Search Requests** - Requests may be submitted by mail, fax (209)-
10 754-6296 or email records@calaveras.courts.ca.gov.
- 11 - **General Information** - Please refer to the Court's website at
12 <http://www.calaveras.courts.ca.gov/> for information regarding services,
13 calendars and divisions. For information on how to contact the Court by phone
14 or email visit <http://www.calaveras.courts.ca.gov/info/contact>.
- 15 - **Effective Thursday, March 19, 2020**, the Office of the Family Law Facilitator /
16 Self-Help Center will be closed to in-person assistance. All clinics and
17 workshops are cancelled. Self-Help staff will be available to assist members of
18 the public via email and telephone at (209)754-1443 only.
- 19 - **Mediation** - Mediation will be conducted via conference call. The Court clerk
20 will contact parties to make arrangements.
- 21 - The above modifications will remain in place until further notice

22 Dated: 3-18-2020

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24 Hon. Timothy S. Healy
25 Presiding Judge, Calaveras Superior Court