

SUPERIOR COURT OF CALIFORNIA
County of Marin



NEW EXPRESS FILING WINDOWS IN CIVIL CLERK'S OFFICE

As many attorneys know, the Civil and Family Law Clerk's Office is typically very busy in the final 90 minutes of each day, between 2:00 and 3:30 p.m. It can be frustrating for attorneys and members of the public when they are in line behind filers who bring in a large number of documents. These filers can often tie up one or more of the available windows for up to an hour.

In an effort to make it easier for attorneys and members of the public who have one or two documents to file, the Court now offers Express Filing windows that will be open from 2:00 to 3:30 each day. The location of these windows will rotate each month and will be clearly marked for your convenience. The number of Express Filing windows will be determined each day by the supervisors, based on the number of people in line in the lobby. For days when the lines are short, there will only be one Express Window available. For days when the lines are long, a second window will be opened.

Over the next few months, we will monitor whether the new Express Filing windows are achieving the goal of improving public service in the Room 113 lobby. Thank you for your cooperation in only using the Express Filing windows when you have one or two documents to file. I invite you to let me know whether these new filing procedures are helpful. Please contact me at kim_turner@marincourt.org if you have other suggestions to expedite customer service in the Clerk's Office.