

# Superior Court of California County of Marin

COURT ADMINISTRATION



3501 Civic Center Drive, Room 116  
P.O. Box 4988  
San Rafael, CA 94913-4988  
(415) 444-7020

## Public Notice

### CIVIL CLERK'S OFFICE STATUS AND ONLINE APPOINTMENTS

Effective June 1, 2020

- Attorneys and Litigation Services (court runners) are required to utilize the drop box or postal mail for all non-urgent filings and must make an appointment to file urgent or time-sensitive documents.
- All customers may make an appointment for document filing by utilizing the Civil Clerk's Office's online appointment feature, located here:  
<https://square.site/book/FMP0FM4MV19RJ/marin-county-superior-court-san-rafael-ca>

Only four people will be allowed into the Civil Clerk's Office at a time to practice social distancing. Scheduling an appointment is highly encouraged.

- Court Records will remain closed for in-person services. All Records requests must be submitted via phone (415-444-7080), email ([courtrecords@marincourt.org](mailto:courtrecords@marincourt.org)), or by utilizing the drop box outside of Room 113.