



## **NOTICE – COUNTER FILINGS**

**EFFECTIVE JULY 30, 2012, MONTEREY COUNTY SUPERIOR COURT – CIVIL AND FAMILY LAW DIVISION – IS IMPLEMENTING A NEW POLICY OF LIMITING PROCESSING TO A MAXIMUM OF THREE (3) FILINGS AT THE FRONT COUNTER AT ONE TIME. THIS NEW POLICY WILL ENABLE THE COURT TO ASSIST ALL CUSTOMERS IN A TIMELY MANNER.**

**FOR FILINGS IN EXCESS OF THREE (3), PLEASE NOTE THE FOLLOWING OPTIONS:**

- **USE THE DROP BASKET (LOCATED AT WINDOW No. 2)**  
Any document deposited in a court's drop basket up to and including 4:00 p.m. on a court day is deemed to have been deposited for filing on that day.
- **USE THE DROP BOX (LOCATED OUTSIDE THE COURTHOUSE BUILDING)**  
Any document deposited in a court's drop box up to and including 4:00 p.m. on a court day is deemed to have been deposited for filing on that day.
- **RETURN TO THE END OF THE CUSTOMER LINE TO PROCESS THREE (3) MORE FILINGS BY 4:00 p.m.**

**LAST FILING CUT-OFF IS 4:00 p.m.**

**Thank you for your attention to this new policy.**