



SUPERIOR COURT OF CALIFORNIA
COUNTY OF LASSEN
EXECUTIVE OFFICE
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SUSANVILLE, CA 96130
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October 9, 2023

NOTICE TO PUBLIC

**IMPORTANT NOTICE REGARDING COURTROOM CLOSURES AND
HEARING LOCATION CHANGES FOR A/V MAINTENANCE**

Beginning **Monday, October 23rd** through **Friday, November 3rd, 2023**, the Court will be conducting essential Courtroom Audio/Video (A/V) maintenance and upgrades. This will impact Courtroom A and Hearing Room D, both of which will be temporarily closed during this time.

Temporary Courtroom Setup

To ensure uninterrupted court proceedings, a temporary courtroom will be established in the Access to Justice Center (AJC)/Jury Assembly Room on the first floor of the Hall of Justice.

Locating Your Proceedings

Please note that the locations of proceedings scheduled during this period have been changed to accommodate the closures. Updated courtroom information can be found on the Public Access Portal:

Accessing the Public Access Portal:

- Navigate to the Court's website www.Lassen.Courts.CA.gov.
- Select *Case Index & Calendar Portal* from the *Online Services* dropdown.
- Click the blue *Online Case Index & Calendar Portal* button on the page.
- From the FullCourt Enterprise Public Access Portal you can:
 1. View the **Court Calendar** by clicking on *Court Calendar* under the *SCHEDULING* dropdown. Enter your proceeding date in the date field and click RETRIEVE. Click on the Docket Type for your Proceeding, the courtroom for your proceeding will be in the COURT ROOM column of the row for your case.
 2. View the **Hearings** page for your case by entering your case number in the *Civil Case* or *Criminal Case* page found under the *CASES* dropdown. On your cases page, find a list of Hearings by clicking on *Hearings* or *Civil Hearings* on the left-hand side. The courtroom in which your proceeding will be held is in the COURT ROOM column next to the date and time of the proceeding in question.

Remote Access (Zoom) Information

For those proceedings moved to the AJC Temporary Courtroom, a new Zoom link has been established. You can find the link in the *Zoom Meeting Connection Information by Courtroom* section located at the bottom of the Zoom Appearance page: www.Lassen.Courts.ca.gov/zoom. If you plan to appear remotely for a proceeding in the temporary courtroom, please use that link.

In-Person Appearances

If you are appearing in person for your proceeding, please consult the digital signage throughout the Hall of Justice to determine where your proceeding is being held. The entrance to the AJC Temporary Courtroom is across from the Clerk's counter on the first floor. Follow the signage.



We understand that these changes may require some adjustment, and we appreciate your flexibility and cooperation during this period.

If you require additional assistance in determining where your proceeding will be held or have other questions, please contact the Clerk's office at (530) 251-8205.

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