

DROP BOX FILING REQUIREMENTS

ALL DOCUMENTS ARE REMOVED THE FOLLOWING DAY AT 8AM FOR PROCESSING BUT WILL BE FILED AS THE DATE OF RECEIPT ON THE ENVELOPE OR DOCUMENT.

1. ALL ORIGINAL DOCUMENTS MUST BE TWO HOLE PUNCHED AND BOUND AT THE TOP LEFT HAND CORNER ONLY.
2. IF YOU WANT ENDORSED COPIES, YOU MUST PROVIDE COPIES FOR ENDORSEMENT.
3. IF YOU ARE NOT AN AGENCY, OR AN ATTORNEY, PROCESS SERVER THAT HAS A MAILBOX LOCATED AT THE HALL OF JUSTICE YOU MUST PROVIDE A SELF ADDRESSED STAMPED ENVELOPE FOR THOSE COPIES TO BE RETURNED TO YOU.
4. IF YOUR DOCUMENTS ARE ENCLOSED IN AN ENVELOPE, PLEASE RECEIVE THE ENVELOPE IN THE AUTOMATIC DATE STAMP PROVIDED, IF THE ENVELOPE IS TOO LARGE TO FIT IN THE AUTO STAMP PLEASE TAKE A SLIP OF PAPER RECEIVE STAMP AND ATTACH IT TO ENVELOPE.
5. IF YOUR DOCUMENTS ARE NOT IN AN ENVELOPE, PLEASE RECEIVE STAMP THE BACKSIDE OF THE LAST PAGE OF YOUR ORIGINAL DOCUMENT WITH THE AUTOMATIC RECEIVED STAMP PROVIDED.
6. **PLEASE DO NOT PUT CASH IN THE DROP BOX** A CHECK, MONEY ORDER, CASHIERS CHECK IS ACCEPTABLE FORMS OF PAYMENT OR PAY WITH A DEBIT/CREDIT CARD BY PHONE.
7. **IF YOU HAVE CASH ONLY YOU MUST TAKE THE PAYMENT TO THE FILING WINDOW** AND RING THE BELL, SOMEONE WILL TAKE THE PAYMENT AT THE WINDOW.
8. PLEASE MAKE SURE ALL DOCUMENTS HAVE CONTACT INFORMATION ON THEM IN ORDER FOR THE CLERK TO CONTACT THE PARTY IF NEEDED.
9. WHEN SUBMITTING PAYMENTS TO THE COURT PLEASE MAKE SURE YOU HAVE COMPLETED THE MONEY ORDER, CASHIERS CHECK, OR CHECK WITH CASE NUMBER, DOCKET NUMBER, TICKET NUMBER, NAME, ADDRESS ETC, SO IT IS APPLIED TO THE CORRECT CASE.
10. PROOF OF CORRECTIONS ON CITATIONS SIGNED OFF MAY BE PUT IN THE DROP BOX WITH CORRECTION FEE, OR PLACED IN DROP BOX WITHOUT PAYMENT AND CONTACT THE CLERK'S OFFICE THE FOLLOWING DAY BY PHONE TO PAY WITH A DEBIT/CREDIT CARD OR MAKE A PAYMENT ON OUR [WEBSITE @ WWW.LASSEN COURT.CA.GOV](http://WWW.LASSEN COURT.CA.GOV)
11. COURTESY NOTICES WITH REQUESTS FOR TRIAL BY DECLARATION OR COURT TRIAL REQUIRING THE BAIL AMOUNT TO BE POSTED WITH THE NOTICE SAME PROCESS AS ABOVE.
12. PAYMENT PLANS ARE AVAILABLE AND YOU MAY CONTACT THE CLERK'S OFFICE BY PHONE AND A PAYMENT PLAN FORM WILL BE MAILED TO YOU FOR COMPLETION AND RETURN WITH PAYMENT OPTIONS AS NOTED ABOVE.
13. LARGE FILINGS (**MUTIPLE THICK DOCUMENTS**) SHOULD BE BOUND BY BINDER CLIPS IF TOO LARGE FOR MANILLA ENVELOPES

ANY QUESTIONS ON DROP BOX FILINGS REQUIREMENTS PLEASE CONTACT THE CLERK'S OFFICE AT 530-251-8205 FOR ASSISTANCE.