

## Superior Court of California-Mono County

### Drop Box policy

#### **(a) Location and Use of Drop Box of Mono County Superior Court**

The drop box for the Mono County Superior Court is located at the entrance to the Mammoth Lakes Courthouse, 100 Thompsons Way, Mammoth Lakes, California. There is no drop box located at the Bridgeport Courthouse.

The drop box can be used to file documents and to make payments in conformity with California Rules of Court, rule 2.210.

When using the drop box for payments, only checks or money orders should be deposited in the drop box with supporting documents. **Do not deposit cash in the drop box.**

The drop box can be used when the courthouse is closed or can be used when the courthouse is opened in lieu of standing in line at the court clerks counter or in lieu of mailing.

#### **(b) Documents deemed filed on day of deposit**

At 4:00 PM of a court day, court staff will remove all documents deposited and begin the process of filing deposited documents. Any document deposited in the 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, if accepted for filing after review by a court clerk. In order for a document to be accepted for filing on the day of deposit, the document must be in proper format and in compliance with Mono County Superior Court local rules and California Rules of Court.

#### **(c) Documents deemed filed on next court day**

Any document deposited in the court's drop box is deemed to have been deposited for filing on the next court day if accepted for filing after review by a court clerk and if it:

- (1) It is deposited on a court day after 4:00 p.m.
- (2) It is deposited on a judicial holiday.

In order for a document to be accepted for filing on the next court day, the document must be in proper format and in compliance with Mono County Superior Court local rules and California Rules of Court.