

Superior Court of California County of Santa Clara



INTERPRETER UNIT – Hall of Justice

191 North First Street
San José, California 95113
(408) 808-6680
www.scscourt.org

CONTRACTOR INFORMATION SHEET

Please be advised that contractors must enter the courthouses through the public entrances and must comply with all metal detector requirements. No shoes may be carried into the courthouse and no glass items will be allowed.

HALL OF JUSTICE (HOJ)

190 West Hedding Street, San Jose, CA 95110

HOJ West

FLOOR	DEPARTMENT	HEARINGS
1	42	Misdemeanor In-Custody and Out-of-Custody Arraignments
2	43 – 46	Criminal Family Violence – Misdemeanors and Felonies
3	47 – 50	Felony Trials, Preliminary Examination Hearings, Misdemeanor Trials, Pretrial Conferences, Motions
4	51 – 54	Misdemeanor Pretrial Conferences, Motions, Preliminary Examination Hearings

HOJ East

FLOOR	DEPARTMENT	HEARINGS
Basement	23 - 24	In-Custody Arraignments, Pretrial Release, Master Trial Calendar
2	25-26	Mental Health, Felony Trials
3	27	Vacant
3	28	Law and Motion
3	29A	Post-Conviction and Habeas Corpus
4	30	Felony Trials, Preliminary Examination Hearings
4	31	Felony Case Manager
4	32	Felony Case Manager
4	33	Felony Case Manager
5	34	Preliminary Examination Hearings
5	35	Felony Trials, Preliminary Examination Hearings, Violation of Probation
5	36	Felony Trials, Preliminary Examination Hearings, Violation of Probation
5	37	Felony Trials, Preliminary Examination Hearings, Violation of Probation
6	38	Felony Trials, Preliminary Examination Hearings, Violation of Probation
6	39	Supervising Judge
6	40 – 41	Felony Trials, Preliminary Examination Hearings

The Interpreter Coordinators and equipment are located in the Interpreter Unit, first floor of HOJ West Courthouse, Clerk's Office. It is strongly encouraged to bring your own equipment to assignments as there may be a shortage of equipment based on ongoing preliminary examination hearings and/or jury trials.

The employee interpreter's lounge is on the second floor of HOJ East, next to the Jury Assembly room. The contractor interpreter lounges are on the third floor of HOJ East. Please check in with coordinators to check out a key for access. The key must be logged out and returned at the end of each date.

Note: If a judge asks of your availability, this does not mean you are confirmed for the next appearance. Confirmation is made with the Interpreter Coordinator(s) only.

PARKING: You may use the county parking lot located on the corner of West Hedding and San Pedro Street in the designated "C" Permit spaces only to avoid paying for parking. Parking permits may be obtained from the liaisons in the unit. The parking permits expire quarterly. If the unit runs out of permits, parking will be validated.

FAMILY JUSTICE CENTER (FJC)
201 North First Street, San Jose, CA 95113

Departments 60 thru 79

Case types: Drug Court, Juvenile Dependency, Family, Child Support, Traffic

Equipment is available in the Interpreter's Lounge located on the third floor next to Department 65. A card key is required to enter the lounge. Please coordinate with the liaisons to obtain access to the lounge to check-out equipment. It is strongly encouraged to bring your own equipment to assignments as there may be a shortage of equipment based on ongoing preliminary examination hearings and/or jury trials.

Note: If a judge asks of your availability, this does not mean you are confirmed for the next appearance. Confirmation is made with the Interpreter Coordinator(s) only.

PARKING: You may park at the **Mitchell Parking Lot, 64 North Market Street**. It is located on the southeast corner of St. John and North Market Streets. Bring parking ticket with you to your assignment. **This lot requires validation which can be obtained at Downtown Superior Court, 191 N. First Street, First Floor, Jury Assembly Room.** Please fill out the validation log completely as this is tracked for our Finance Division.

DOWNTOWN SUPERIOR COURTHOUSE (DTS)
191 North First Street, San Jose, CA 95113

Departments 1 thru 16

Case types: Civil, Small Claims

Department 15 calendars start promptly at 8:30 AM and 1:00 PM. Please arrive on time to your assignment as these calendars can move quickly and may be set light.

OLD COURTHOUSE (OCH)
161 North First Street, San Jose, Ca 95113

Departments 17 thru 22

Case types: Civil, Small Claims

Equipment is available at the Downtown Superior Courthouse in the Interpreters Lounge. This is located in Court Services in the basement. Please ring bell and someone will let you know provided your credentials. It is strongly encouraged to bring your own equipment to assignments as there may be a shortage of equipment.

PARKING: You may park at the **Mitchell Parking Lot, 64 North Market Street**. It is located on the southeast corner of St. John and North Market Streets. Bring parking ticket with you to your assignment. **This lot requires validation which can be obtained at Downtown Superior Court, 191 N. First Street, First**

Floor, Jury Assembly Room. Please fill out the validation log completely as this is tracked for our Finance Division.

JUVENILE JUSTICE

840 Guadalupe Parkway, San Jose, CA 95110

Departments 80 thru 82

Case types: Juvenile Delinquency

Upon arrival at the court building, advise staff in the waiting room of your status as an interpreter. The Interpreter's Office is located on the first floor, but only accessible via court staff.

Equipment is located in the Interpreter's Office. It is strongly encouraged to bring your own equipment to assignments in case there is a shortage at the court.

PARKING: You may use the county parking lot located on the corner of West Hedding and San Pedro Street in the designated "C" Permit spaces only to avoid paying for parking. Parking permits may be obtained from the liaisons in the Interpreters Unit at the Hall of Justice. The parking permits expire quarterly. If the unit has no more permits, parking will be validated for parking in the garage across from the Hall of Justice.

SOUTH COUNTY

301 Diana Avenue, Morgan Hill, CA 95037

Departments 105 thru 110

Case types: Criminal, Traffic and Juvenile Dependency

Equipment is located in each courtroom.

PARKING: Parking is available on site.

PALO ALTO COURTHOUSE

270 Grant Avenue, Palo Alto, CA 94306

Departments 84 and 85

Case types: Criminal

Equipment is located in the Interpreter's Office on the second floor of the courtroom side of the building. It is strongly encouraged to bring your own equipment in case there is limited access to the equipment on site.

PARKING: Parking is available on site. Obtain permit from Randy Garcia at the clerk's office. If there is no available parking onsite, please provide proof of receipt for parking paid at the county garage located at 350 Sherman Avenue, or proof of receipt from paid metered parking within the vicinity of the courthouse. Please note, with current construction, the spaces at this courthouse fills up quickly. Please arrive on time for this assignment to avoid delays with parking.

TRAFFIC COURTHOUSE

1095 Homestead Road, Santa Clara, CA 95050

THIS COURTHOUSE IS CLOSED FOR HEARINGS

~~Departments 55 and 56~~

Case types: Traffic

PARKING: Parking is available on site.

TIMESHEETS AND ACTIVITY LOGS

Please review timesheet and activity log procedure on our court contractor website (https://www.scscourt.org/general_info/las/interpreter_contractors.shtml).