

Superior Court of California County of Santa Clara DROP BOX GUIDELINES

The following guidelines are established for using the drop box:

- 🕒 Any documents placed in the drop box by 4:00 p.m. will be deemed filed on the date of deposit, if accepted for filing after review by the clerk.
- 🕒 Any documents deposited after 5:00 p.m. will be filed and processed on the next business day.
- 🕒 The depository can be used in lieu of standing in line at the Public Counter.
- 🕒 Incomplete documents or documents deposited in error will be rejected and will not be deemed filed.
- 🕒 **Do not** deposit cash in the drop box. Only checks or money orders should be deposited with documents requiring payment of fees.