



PERMANENT REDUCTION IN CLERK'S OFFICE HOURS

Effective January 3, 2017

Due to budget cuts, the clerk's office hours in all Court locations and for all case types except Traffic will be 8:30 a.m. to 2:30 p.m., Monday through Friday.

The traffic clerk's office hours will be 8:00 a.m. to 2:30 p.m., Monday through Friday.

For details and updates, follow the Court on Twitter [@AlamedaSuperior](https://twitter.com/AlamedaSuperior) or visit the reduced office hours page <http://bit.ly/2frQy9D> on the Court's website (alameda.courts.ca.gov).

See the chart below for additional details about the upcoming reduction in clerk's office hours.

****All information provided below is subject to change****

Time Period	The reduction in clerk's office hours will begin on January 3, 2017, and will continue indefinitely thereafter.
New Clerk's Office Hours	<ul style="list-style-type: none">• All clerk's offices except Traffic will be open 8:30 a.m. to 2:30 p.m., Monday through Friday.• Traffic clerk's offices will be open 8:00 a.m. to 2:30 p.m., Monday through Friday.
Phone Hours	<ul style="list-style-type: none">• Phone hours for all clerk's offices except Traffic will be 8:30 a.m. to 2:30 p.m.• Phone hours for the Traffic clerk's office will remain 8:30 a.m. to 4:00 p.m.
Drop Boxes	Will be available at each clerk's office location for filings made between 2:30 p.m. and 4:00 p.m. Filings deposited after 4:00 p.m. will be deemed to have been deposited on the next court day, per rule 2.210(c) of the California Rules of Court.
Fax Filing	The cutoff time for submitting a filing by fax under the Court's "Premium Fax Filing" service will be reduced from 4:30 p.m. to 4:00 p.m. (More information about fax filing can be found on the Court's website http://www.alameda.courts.ca.gov/Pages.aspx/Fax-Filing).