



CHAMBERS OF  
THOMAS J. NIXON  
*Presiding Judge*  
Department 1

René C. Davidson Courthouse  
1225 Fallon Street  
Oakland, CA 94612

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA**  
**GENERAL DIRECTIVE BY THE PRESIDING JUDGE**

**DIRECTIVE NO: 2025-11**

**SUBJECT: DELEGATION OF AUTHORITY TO CLERK TO APPROVE FEE WAIVER APPLICATIONS AND TO PROCESS REQUESTS FOR WAIVER OF COURT FEES FROM INMATES UNDER GOVERNMENT CODE SECTION 68635**

Pursuant to Government Code section 68634(d), the court delegates to the clerk of the court the authority to grant applications for an initial fee waiver that meet the eligibility and application requirements set forth in Government Code sections 68632(a) [applications based upon receipt of qualifying public benefits], 68632(b) [meets poverty guidelines], and 68633.

This delegation of authority does not authorize the clerk of the court to deny, to set an eligibility hearing, or to partially grant a request for an initial fee waiver.

The delegation of authority to the clerk of the court does not include the authority to waive the additional court fees and costs set forth in California Rules of Court, rule 3.56.

Pursuant to Government Code section 68635(g), the clerk of the court is delegated authority to process requests for waivers of court fees from inmates.

This directive shall expire on December 31, 2025.

Issued: January 1, 2025

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Thomas J. Nixon, Presiding Judge  
Superior Court of California, County of Alameda