

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 5:00 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.