



## Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688  
[www.courts.ca.gov](http://www.courts.ca.gov)

---

# REPORT TO THE JUDICIAL COUNCIL

*Item No.: 25-072*

For business meeting on April 25, 2025

---

**Title**

Trial Courts: Public Notice of Court Closure  
or Reduced Clerk's Office Hours

**Report Type**

Information

**Submitted by**

Judicial Council staff  
Michelle Brooke, Supervising Analyst  
Leadership Support Services

**Date of Report**

March 19, 2025

**Contact**

Michelle Brooke, 916-643-8015  
[Michelle.Brooke@jud.ca.gov](mailto:Michelle.Brooke@jud.ca.gov)

---

### Executive Summary

This report includes one clerk's office closure notice from the Superior Court of El Dorado County. Government Code section 68106 directs (1) trial courts to notify the public and the Judicial Council before closing courtrooms or clerks' offices or reducing clerks' regular office hours and (2) the council to post all such notices on its website and relay them to the Legislature.

### Relevant Previous Reporting or Action

Since the enactment of section 68106, 71 notices (including those listed in this report) have been issued by courts under its requirements. The Judicial Council posts such notices on the California Courts website at [courts.ca.gov/courts/superior-courts/reduced-court-services](http://courts.ca.gov/courts/superior-courts/reduced-court-services) as they are received.

### Analysis/Rationale

**Mandate in Government Code section 68106**

In providing fee increases and fund transfers for the courts in the judiciary budget trailer bill in 2010 (Senate Bill 857; Stats. 2010, ch. 720), the Legislature expressly declared its intention that trial courts remain open to the public on all days that are not judicial holidays and that access to court services for civil litigants be preserved to the extent practicable. Statements in Government Code section 68106 (see Link A) affirmed this intent, and the 2012 amendment of the statute

strengthened it. Section 68106 imposes the following requirements on trial courts and the Judicial Council:

- Trial courts must provide written notice to the public at least 60 days before closing any courtroom or clerk’s office or reducing clerks’ office hours<sup>1</sup> and provide this notice to the Judicial Council.<sup>2</sup>
- The notice must describe the scope of the closure or reduction in hours, state the financial constraints or other reasons that make the closure or reduction necessary, and invite public comment.<sup>3</sup>
- If a court changes its plan during the 60-day notice period, it must immediately notify the public by posting and distributing a revised notice, and the court must also notify the council.<sup>4</sup>
- The Judicial Council must post the notice on the California Courts website within 15 days of its receipt and forward a copy to the chairs and vice-chairs of both the Senate and Assembly Committees on Judiciary, the chair of the Assembly Committee on Budget, and the chair of the Senate Committee on Budget and Fiscal Review.<sup>5</sup>

#### **New notices received from courts**

The Judicial Council has received one new notice (see Attachment A) since the last report in February 2025.

***Superior Court of El Dorado County.*** The court provided notice that effective April 1, 2025, it will close the clerk’s office at the Placerville Fair Lane branch due to resource constraints and for cost-saving measures in preparation for the anticipated consolidation with the Placerville Building C branch. All clerk services, including filings, mailings, and general inquiries will be handled at the Placerville Building C branch. The courtroom and drop box at the Placerville Fair Lane branch will remain open and available.

The notice described above has been added to the “Reduced Court Services” webpage (<https://courts.ca.gov/courts/superior-courts/reduced-court-services>) of the California Courts website. The webpage contains a summary of section 68106 and all notices received from trial courts about closures of courtrooms or clerks’ offices or reductions in clerks’ office hours.

---

<sup>1</sup> Gov. Code, § 68106(b)(1).

<sup>2</sup> *Ibid.*

<sup>3</sup> *Id.*, § 68106(b)(1) & (2)(A).

<sup>4</sup> *Id.*, § 68106(b)(2)(A).

<sup>5</sup> *Id.*, § 68106(b)(3).

Judicial Council staff have also forwarded the notices from these courts to the designated legislative leaders.

### **Fiscal Impact and Policy Implications**

Posting the notice to the California Courts website fulfills a legislative mandate and has no fiscal impact or policy implications.

### **Attachments and Links**

1. Attachment A: Notice from the Superior Court of El Dorado County, January 27, 2025
2. Link A: Gov. Code, § 68106,  
[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=GOV&sectionNum=68106](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=68106)



**Superior Court of California  
County of El Dorado**

2850 Fairlane Court, Placerville, CA 95667

**PUBLIC NOTICE**

January 27, 2025

Shelby Wineinger, Court Executive Officer

(530) 621-7414

Electronic version available at:

<https://www.eldorado.courts.ca.gov/general-information/news-events>

**Closure of Clerk's Office at  
Placerville Fair Lane Branch and Relocation of Services**

Effective **April 1, 2025**, the Clerk's Office at the Placerville Fair Lane Branch, located at 295 Fair Lane, Placerville, CA 95667 (Department 8) will be closed. All clerk services, including filings, mailings and general inquiries, will now be handled at the Placerville Building C Branch, located at 2850 Fairlane Court, Ste. 120, Placerville, CA 95667. The El Dorado County Superior Court (the Court) finds this action necessary due to resource constraints which impact the Court's ability to provide services. Additionally, this change will provide cost-saving measures in preparation of the anticipated consolidation with the Placerville Building C Branch.

The courtroom at the Placerville Fair Lane Branch will remain open and hearings will continue to be heard in Department 8. The closure only applies to the Clerk's Office and related services. The drop box located at the Placerville Fair Lane Branch will remain available for filings.

For further information or assistance, please visit the Placerville Building C Branch, the Court's website at <https://eldorado.courts.ca.gov/>, or contact the Clerk's Office at (530) 621-5047.

**Comments** may be submitted to [Court-Admin@eldoradocourt.org](mailto:Court-Admin@eldoradocourt.org).

\*Government Code section 68106 requires trial courts to provide notice to the public at least 60 days before closing any courtroom or closing or reducing the hours of clerks' offices by conspicuous posting within its facilities and on its public website.

# # #