

FILING IN CONTRA COSTA COUNTY

When the court reopened to the public on March 1, 2021, new policies for filing and research were announced. A summary of these policies is listed below. Please refer to the official public notice for more information. Click [here](#) to view the official public notice.



CIVIL

- The Civil clerk's office in Martinez will accept in-person filings from courier services only during the hours of 8 am – 12 pm.
- A ticketing system is provided for the courier queue. Each courier is allowed to complete five filings, or 30 mins at the window, whichever comes first. Couriers are allowed to return to the queue until the clerk's window closes at noon.
- Drop boxes are available from 8 am – 4 pm.
- Couriers do NOT have access inside the departments, however, drop boxes are available outside the departments.
- Ex parte filings MUST be delivered to the specific department clerk at the time of the hearing. Once approved/signed by Judge, then the filing can be taken downstairs to be filed and have appropriate fees paid.

PROBATE

- The Probate clerk's office in Pittsburg will accept in-person filings from couriers during the hours of 8 am – 4 pm.
- Drop boxes are available from 8 am – 4 pm.

OUR POLICIES

- Our cutoff time for over-the-counter (OTC) filing in Martinez is 3:30 pm the day prior. Our goal is to have a courier in line at 6:30 am and have a second courier in line at 8 am.
- Our cut-off time for same-day dropbox filings in Martinez is 1:30 pm. We send a courier to the court by 2 pm to place documents in the dropbox, then have the same courier complete any research and family law filings for that day.
- Because filings left in the dropbox take 2-4 weeks to process, if we are unable to file OTC the same day, we ask clients if they prefer a dropbox to preserve the date or to have us file OTC the following day.

FAMILY

- The Family Law clerk's office in Martinez will accept in-person filings during the hours of 8 am – 4 pm.
- Each courier is allowed to complete three filings, or 30 mins whichever comes first.
- Drop boxes are available from 8 am – 4 pm.

RESEARCH

- The courier research window is open from 8 am – 5 pm.
- If the file is available, smaller requests are fulfilled the same day.
- Research requests placed in the drop box are fulfilled within 2-4 weeks.

SMALL CLAIMS

- The Small Claims clerk's offices in Martinez, Pittsburg and Richmond will accept in-person filings from couriers during the hours of 8am – 4pm.