



February 24, 2012

Filing Counter and Drop Box Relocation

The Criminal File Counters and DOC Certification Desk phone will be relocated to the new South Court Tower, 12th Floor, beginning February 27, 2012. These services will be available Monday – Friday, 8:00 a.m. – 5:00 p.m.

In preparation for the Clerk of the Superior Court's Central and West Courts remodel project, the Civil File Counters and filing drop boxes (which include the internal document depository boxes and the Distribution external pick-up boxes) will be relocated to the Central Court Family File Counter area effective March 5, 2012. While the Clerk's Office does not anticipate changes to our processes and services, we wanted to provide timely information outlining the affected areas and include their phone numbers for convenience.

- Civil File Counter – 506-2168
- Change of Venue – (Incoming Civil) 506-3448
- LCA Desk - (Civil) 506-3427

Thank you for your understanding and support during our exciting changes!