



# PUBLIC NOTICE

Release Date: March 7, 2021

SUPERIOR COURT OF  
CALIFORNIA  
COUNTY OF SAN BERNARDINO  
247 West Third Street, 11<sup>th</sup> Floor  
San Bernardino, Ca 92415-0302  
[www.sb-court.org](http://www.sb-court.org)

909-708-8747

Michael A. Sachs  
Presiding Judge

Nancy CS Eberhardt  
Court Executive Officer

## CIVIL MOTION DATE REQUESTS NOW AVAILABLE VIA EMAIL

**SAN BERNARDINO, CA**– In an effort to expand online services and options for reserving civil motions at the San Bernardino Justice Center, the San Bernardino Superior Court (SBJC) is pleased to announce effective **May 10, 2021** parties may request motion dates for civil motions heard at the San Bernardino Justice Center by submitting their request via email to [SBJC-CivilMotionReservationRequests@sb-court.org](mailto:SBJC-CivilMotionReservationRequests@sb-court.org).

When emailing a request for a civil motion date heard at the SBJC, please include the following:

- Requested dates must be a minimum of 3 weeks out; and
- A minimum of 3 desired dates indicated.

Parties who use this email box will receive a response within 72 hours of receipt of the email. Parties are required to file their civil motion and submit the filing fees within five (5) court days from the date of receipt of the confirmation email. Failure to submit motions within five (5) court days of the confirmation will result in the automatic cancellation of the reservation pursuant to [Local Rule 520](#).

Exceptions to this are:

- Motions for Summary Judgment/Summary Adjudication
- Motions for Sanctions or Attorney Fees per CCP 128.7

COVID-19 safety protocols continue to be in place, such as social distancing and face masks (for details see [General Order](#)). All court users, including judicial officers, employees, attorneys, litigants, and the general public must wear a face covering at all times and maintain six feet of social distance between you and others while inside any court location. Security and Sheriff's personnel will turn away any person not following this order. The San Bernardino Superior Court (SBSC) continues to follow all [Centers for Disease Control and Prevention](#) (CDC) guidelines, and state and [local public health orders](#) to ensure the safety of all court users, judicial officers and employees while balancing access to justice during the COVID-19 pandemic (See [Court's Statement](#)).

As a reminder, do not come into any court location if you have COVID

19, have been exposed to someone with COVID-19, feeling ill, or have been asked to quarantine by a healthcare professional. All court users are encouraged to take the [self-screening assessment](#), and view this [flyer](#) and [video](#) for safety protocols in place.

Members of the public are encouraged to frequently check SBSC's website ([www.sb-court.org](http://www.sb-court.org)), social media accounts ([Twitter](#) and [Facebook](#)), and designated COVID-19 page ([www.sb-court.org/covid-19](http://www.sb-court.org/covid-19)) for the latest services available to the public.

For media inquiries, contact Julie Van Hook Communication and Public Affairs Officer, [courts-pio@sbcourt.org](mailto:courts-pio@sbcourt.org).