



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF HUMBOLDT**

**Kerri L. Keenan**  
Court Executive Officer

September 1, 2011

Ms. Christine Patton  
Regional Administration Director  
Bay Area Northern Coastal Regional Office  
Judicial Council of California  
455 Golden Gate Ave.  
San Francisco, CA 94102

Dear Ms. Patton:

Pursuant to Government Code section 68106, the Superior Court of California, County of Humboldt provides notice of a reduction in the hours of the Clerk's Office. Currently, the hours of the Clerk's Office are 9:00 a.m. to 4:00 p.m. Effective Monday, November 7, 2011 the hours of the Clerk's Office will be 9:00 a.m. to 2:00 p.m. on all days except judicial holidays, Saturdays and Sundays. The change in Clerk's Office hours does not affect the courtroom calendars or schedules.

The Clerk's Office is located at 421 "I" Street, Eureka, CA 95501.

The Court has absorbed \$1.1 million in ongoing reductions since FY 09-10. This is a 17% decrease in the Court's operating budget and we are no longer able to continue providing the same level of service to the public.

For the past three fiscal years the Court has taken several steps to offset statewide reductions. The significant steps are: no cost of living increase for all employees since FY 08-09, eliminating five management and mid-level management positions, freezing vacant positions, and implementing voluntary furloughs. The Court has also renegotiated contracts, consolidated services and operational divisions, and significantly slashed overall operating costs.

Reduction in Clerk's Office Hours  
September 1, 2011  
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By reducing the hours of operation we can reassign counter staff to work on calendaring, case processing and dispositions. This is not an ideal solution but it will enable the Court to hold a few more clerk positions vacant until funding is restored to the Judicial Branch. Please do not hesitate to contact me if you have any questions regarding this notice.

Very truly,



Kerri L. Keenan  
Court Executive Officer

Cc: Superior Court Judges  
Court Managers  
District Attorney  
Humboldt County Sheriff  
County Clerk  
County Administrative Office  
County Counsel  
County Probation Department  
Public Defender  
Conflict Counsel  
Humboldt County Grand Jury  
Humboldt County Bar Association  
Humboldt County Legal Professionals Association  
All County Law Enforcement  
California Traffic Safety Institute  
CourtCall

KK:dkr



# SUPERIOR COURT OF CALIFORNIA COUNTY OF HUMBOLDT

## NOTICE TO THE PUBLIC

**EFFECTIVE MONDAY, NOVEMBER 7, 2011, THE CLERK'S  
OFFICE WILL NO LONGER BE OPEN UNTIL 4:00 P.M.**

- **Beginning Monday, November 7, 2011, the Court Clerk's Office hours will be 9:00 a.m. – 2:00 p.m., Monday through Friday, except judicial holidays, Saturdays and Sundays.**
- **A public drop box is available at the 421 "I" Street location for documents received after 2:00 p.m. Please do not put cash in the drop box.**

***\*\*These new hours are the result of unprecedented budget cuts to the statewide  
Judicial Branch and will continue indefinitely.\*\****

**Please see Humboldt Superior Court's web site for additional information at: [www.humboldt.courts.ca.gov](http://www.humboldt.courts.ca.gov)**