

Superior Court of California  
County of Sierra

**PUBLIC NOTICE**

Pursuant to Government Code Section 68106

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FOR IMMEDIATE RELEASE

DATE: October 31, 2017

**NOTICE OF REDUCED SERVICE HOURS**

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**EFFECTIVE January 2, 2018**, the Sierra County Superior Court Clerk's counter hours will be reduced to **9:00 a.m. to 4:00 p.m., Monday through Friday**. Our current phone hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, will remain unchanged.

Due to limited staffing and in order to meet minimum security and cash handling policies of the court, the Clerk's counter hours are being reduced to assure the public is proficiently served while two or more Court staff are present.

The public may provide comment on this planned reduction in public window filing hours in writing, either by mail to the Sierra Superior Court Office, PO Box 476, Downieville, CA 95936, by fax at 530-289-0205, or by email at

<http://www.superiorcourt@sierracourt.org>.

# Memorandum

**To:** Executive & Planning Committee  
Judicial Council of California  
Via email: [AOCExecOffice@jud.ca.gov](mailto:AOCExecOffice@jud.ca.gov)

**From:** Lee Kirby, Court Executive Officer

**Date:** 10/30/2017

**Re:** Notice re Reduction of Hours per GC68106

The attached notice has been posted on our website and circulated to justice partners and frequent court users.

Sierra employs 4 to 5 regular FTEs plus the Court Executive Officer. The Court offices are contained in the historic Sierra County Courthouse and are managed by a joint occupancy agreement between the County and Judicial Council.

We may be the last courthouse in California without perimeter or entry door, manned security stations. Currently, the local Sheriff is unable to fully staff his deputy operations and has long-term unfilled openings, which frequently leaves the courthouse unattended by any armed and/or trained security personnel.

After careful evaluation, it has been determined that too often only one court clerk remains in the office between 4pm and 5pm either due to staff attending court proceedings or absent for scheduled personal leave. Having only one staff person at the window does not allow for sufficient adherence to our cash handling policies and poses a risk if a security threat should occur.

Therefore, we are enacting the attached reduction of counter hours to 9am to 4pm and respectfully request the Council's approval of same.

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**SIERRA SUPERIOR COURT, P.O. Box 476, Downieville, CA 95936**

**Lee Kirby, CEO**

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