

**INFORMATION ON RECORDS OPERATIONS DURING EMPLOYEE FURLOUGHS
DECEMBER 21 - DECEMBER 24, 2020
DECEMBER 28 - DECEMBER 31, 2020**

Superior Court employees are furloughed and all Records offices will be closed the weeks of December 21 and December 28, 2020.

Regular business hours will resume on Monday, January 4, 2021.

Visit the Records page on the Court's website at <https://www.sbcourts.org/dv/records.shtm> for details on how to submit a request for copies of court records.

Requests for copies of court records submitted electronically during the weeks of December 21 and December 28 will be reviewed beginning the week of January 4, 2021. Do NOT include credit card or payment information. An invoice will be sent to the email address you provide indicating the amount owed. Due to the furlough days, please allow 14-21 days for your request to be processed.