

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

PUBLIC NOTICE

Change to Public Window Hours

Over the past few years, Congress has significantly reduced the level of funding provided to the Judiciary. As a result, the United States District Court, Central District of California, has been forced to lay off almost 50 employees (almost 20% of the clerk's office staff). To meet the court's increasing workload, at a time of downsizing, services to the public must be reduced, as follows:

- **Effective May 1, 2004**, all public window areas for civil and criminal intake, fiscal, pro se, appeals and records, in the Western, Eastern and Southern Divisions (all three court locations), will be open on a reduced schedule of 10:00 a.m. to 4:00 p.m.
- Greater dependence on automated telephone systems and the website to communicate with the Bar and public will be utilized, and personalized telephone service from court staff will be minimized.
- The Western Division Criminal Duty Calendar will be rescheduled from 10:30 a.m. to 11:00 a.m. with a criminal duty document filing cut-off of 10:30 a.m.
- Requests for research of case information may take up to thirty days.
- Requests for copies of documents from the clerk's office, rather than from the on-site copy services, may be delayed up to thirty days.

- 28 USC 1914 §§ 4 and 5 shall be enforced, which requires federal agencies to utilize electronic access (PACER) to court records or pay the published public rates for information otherwise available electronically.
- Local federal agencies will be required to make their own copies on court-provided machines for information not available electronically.
- Docketing of civil and criminal documents may be delayed.

Actions you may take to mitigate the impact of these reduced resources on your offices include:

1. Retrieve information from the court website at www.cacd.uscourts.gov rather than calling or visiting the clerk's office.
2. Sign up for PACER to retrieve case information and to download some documents. See the court's website for links to this service.
3. Sign up for e-mail delivery of service documents through the Optical Scanning System. Enrollment forms are available on the website.
4. Utilize the court automated telephone line to receive basic procedural information by calling (213) 894-1565, or call the records department automated telephone line to receive information regarding archive cases, viewing case files, etc. at (213) 894-3863.
5. Utilize the records e-mail address: records_cacd@cacd.uscourts.gov to expedite records and archive case information requests.
6. Write to your federal congressional representatives asking that adequate funding be provided to the United States Judiciary.

SHERRI R. CARTER
DISTRICT COURT EXECUTIVE