



CIVIL/FAMILY LAW CLERK'S OFFICES RE-OPEN BY APPOINTMENT ONLY
Effective June 22, 2020

The Solano Superior Court Clerk's Offices for Family Law and Civil are now open by appointment only. Litigants are encouraged to wear facemasks when entering the courthouse and to practice social distancing.

Clerk's Office Hours	The Clerk's Office will continue to be available via telephone/email from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Monday through Friday. Dropbox hours are from 7:30 a.m. to 5:00 p.m. Monday through Friday.
How to Make an Appointment	To schedule an appointment, you can email or call: Civil Division: civildivision@solano.courts.ca.gov or call 707-207-7330. Family Law Division: familydivision@solano.courts.ca.gov or call 707-207-7340.
Appointment Times Available	Appointments are available between 8:30 a.m. and 2:30 p.m. Monday through Friday. Appointments shall be scheduled based on availability of clerks and the requirement to maintain social distance protocols. Note: The clerk's office will screen all requests via email or phone to ensure the case is ready for an appointment. Paperwork must be completed prior to your appointment. The clerk's office will send an email reminder of appointment date and time. In the event a party needs to change or cancel an appointment, please call or email the clerk's office.
What to Do When You Arrive	Please wait in the hallway outside the clerk's office for your name to be called.
For Your Information	<ul style="list-style-type: none"> • Only essential parties may attend the appointment. • If the court refers a litigant to the clerk's office, the judicial assistant or courtroom clerk shall e-mail or call the division to ensure the litigant is promptly assisted. The litigant will remain outside the clerk's office until documents are processed by the clerk. • If the appointment generates a hearing date, the party is required to complete Local Form 9000.