

SUPERIOR COURT OF SOLANO COUNTY
CLERK'S OFFICE PHONE HOURS, APPOINTMENTS AND DROP BOX
EFFECTIVE APRIL 26, 2021

Beginning Monday, April 26, 2021, the daily telephone hours at the courthouses in Fairfield and Vallejo will be from 8:00 – 11:30 a.m., and 1:00 – 2:30 p.m. Monday through Friday. Clerk Offices are open by appointment only. See below to schedule an appointment and information concerning the Court's Drop Boxes.

In Person Appointments

For the Civil Division, you can make an in-person appointment by email or phone. To make an appointment by email, please email civildivision@solano.courts.ca.gov. To make an appointment by phone, please call 707-207-7330. Appointment times are available from 8:30 to 11:30 a.m. and 1:30 – 2:30 p.m. Monday through Friday.

For the Criminal Division, you can make an in-person appointment by email or phone. To make an appointment with the Criminal Division in both Fairfield and Vallejo by email, please email criminaldivision@solano.courts.ca.gov. To make an appointment with the Criminal Division by phone in Fairfield, please call 707-207-7380. To make an appointment with the Criminal Division by phone in Vallejo, please call 707-561-7880. Appointment times are available from 8:30 to 11:30 a.m. and 1:30 to 2:30 p.m. Monday through Friday.

For the Traffic Division, you can make an in-person appointment by email or phone. To make an appointment with the Traffic Division in both Fairfield and Vallejo by email, please email trafficdivision@solano.courts.ca.gov. To make an appointment with the Traffic Division by phone in Fairfield, please call 707-207-7360. To make an in-person appointment with the Traffic Division by phone in Vallejo, please call 707-561-7860. Appointment times are available from 8:30 to 11:30 a.m. and 1:30 to 2:30 p.m. Monday through Friday.

For the Family Law Division, you can make an in-person appointment by email or phone. To make an appointment by email, please email familydivision@solano.courts.ca.gov. To make an appointment by phone, please call 707-207-7340. Appointment times are available from 8:30 to 11:30 a.m. and 1:30 – 2:30 p.m. Monday through Friday.

Note: Email response times may be between 1-2 business days.

Drop Box Hours

Pursuant to California Rule of Court 2.210, between the hours of 7:30am and 5:00pm, you may drop your documents for filing into the drop box at the Civil Clerk's Office located at the Old Solano Courthouse, 580 Texas Street in Fairfield or at the Family Law Clerk's Office and the Criminal/Traffic Clerk's Office located at Hall of Justice, 600 Union Avenue, Fairfield; Documents can also be dropped at the Court's Vallejo branch at 321 Tuolumne Street, Vallejo. Documents deposited in the drop box between the hours of 7:30am – 4:00pm are deemed to have been deposited for filing on that day. **If**

your documents are deposited after 4:00pm, they are deemed to have been deposited for filing on the next open court day.

If your filing requires a fee, please SECURELY attach a check to your documents. PLEASE DO NOT ATTACH CASH. If you would like an endorsed-filed copy returned to you, please include an extra copy of your documents and a self-addressed stamped envelope.