

**INFORMATION ON RECORDS OPERATIONS DURING EMPLOYEE FURLOUGHS  
NOVEMBER 23, 24, & 25, 2020**

Superior Court employees are furloughed and the Records office in all locations are closed on November 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.

The Superior Court is also closed on November 26<sup>th</sup> and 27<sup>th</sup> for the Thanksgiving holidays.

Regular business hours will resume on Monday, November 30<sup>th</sup>.

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 week of November 23<sup>rd</sup> will be reviewed beginning the week of November 30<sup>th</sup>. 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.