

# Where to file your case

ALAMEDA COUNTY  
LAW LIBRARY



**Bernard E. Witkin Law Library Alameda County**

**The Advance Sheet**

# How To Locate Courts In Alameda County

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- Go to the Superior Court of California, County of Alameda website.
- Access the Locations & Contact Information page.

The screenshot shows the website header for the Superior Court of California, County of Alameda. The header includes the court's name, a language selection dropdown, and a search bar. Below the header is a navigation menu with the following items: Home, Online Services, Forms & Filing, Self-Help, Divisions, and General Information. The 'General Information' menu is expanded, showing a list of links. The 'Locations & Contact Information' link is highlighted with a red box, and a red arrow points to it. Other links in the menu include: Alameda County Index of Supportive Services and Resources, About the Court, ADA Accommodations, ADR, Calendars, Children's Waiting Room, Community Outreach, Contract Opportunities, Employment, Holidays, Interpreters & Language Access, Judicial Administrative Records, Judicial Directory and Assignments, Judicial Mentor Program, Jury Service, Live Stream, Local Rules, Media Information, News & Events, Records, Remote Appearances, Temporary Judge Program, and Volunteer Information Officers. A yellow button labeled 'General Information >' is located at the bottom right of the menu.

# Find Your court

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- On the Court Locations & Contact Information page you will find a list of courts in Alameda County
- To find out the types of cases each court handles, simply scroll down to the **“Court Divisions at this Location”** section for each court.



Alameda local court rule 1.9 - *Presentation of papers for filing in civil, family law, and probate* - has various subdivisions with further information on where to file different case types.

## Fremont Hall of Justice

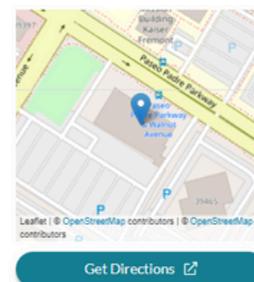
39439 Paseo Padre Parkway  
Fremont, CA 94538  
510-818-7500

### Parking

Free parking is available in the lot next to the courthouse.

### Public Transportation

The nearest [BART](#) station is Fremont (.6 miles). [AC Transit](#) operates multiple bus lines that serve this area.



### Court Divisions at this Location

- [Criminal](#)
- [Traffic](#)

### Departments

- 601 - 608

### Services

- Volunteer Information Desk

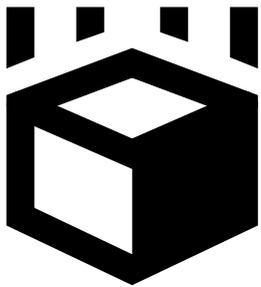
### Hours for Court Services

Office †	Business Hours †	Phone Hours †	Drop Box Hours †
<a href="#">Criminal</a>	8:30 to 3:00 (Monday - Thursday)	8:30 to 3:00	3:00 to 4:00 (Monday - Thursday)
<a href="#">Criminal</a>	8:30 to 2:00 (Friday)	8:30 to 3:00	2:00 to 4:00 (Friday)
<a href="#">Traffic</a>	8:00 to 3:00 (Monday - Thursday)	8:30 to 3:00	3:00 to 4:00 (Monday - Thursday)
<a href="#">Traffic</a>	8:00 to 2:00 (Friday)	8:30 to 3:00	2:00 to 4:00 (Friday)

# Determine When You Can File Your Documents

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Review the “**Hours for Court Services**” section for details on when a case can be submitted to the court, including the drop-box operating hours.



Drop Box hours allow for the depositing of documents so that they can be filed with the clerk if the clerk’s filing office is closed during regular business hours.

You can view California Rules of Court Rule 2.210 - *Drop box for filing documents* - for more information.

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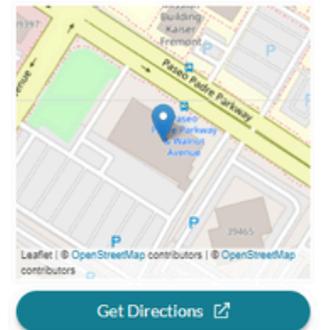
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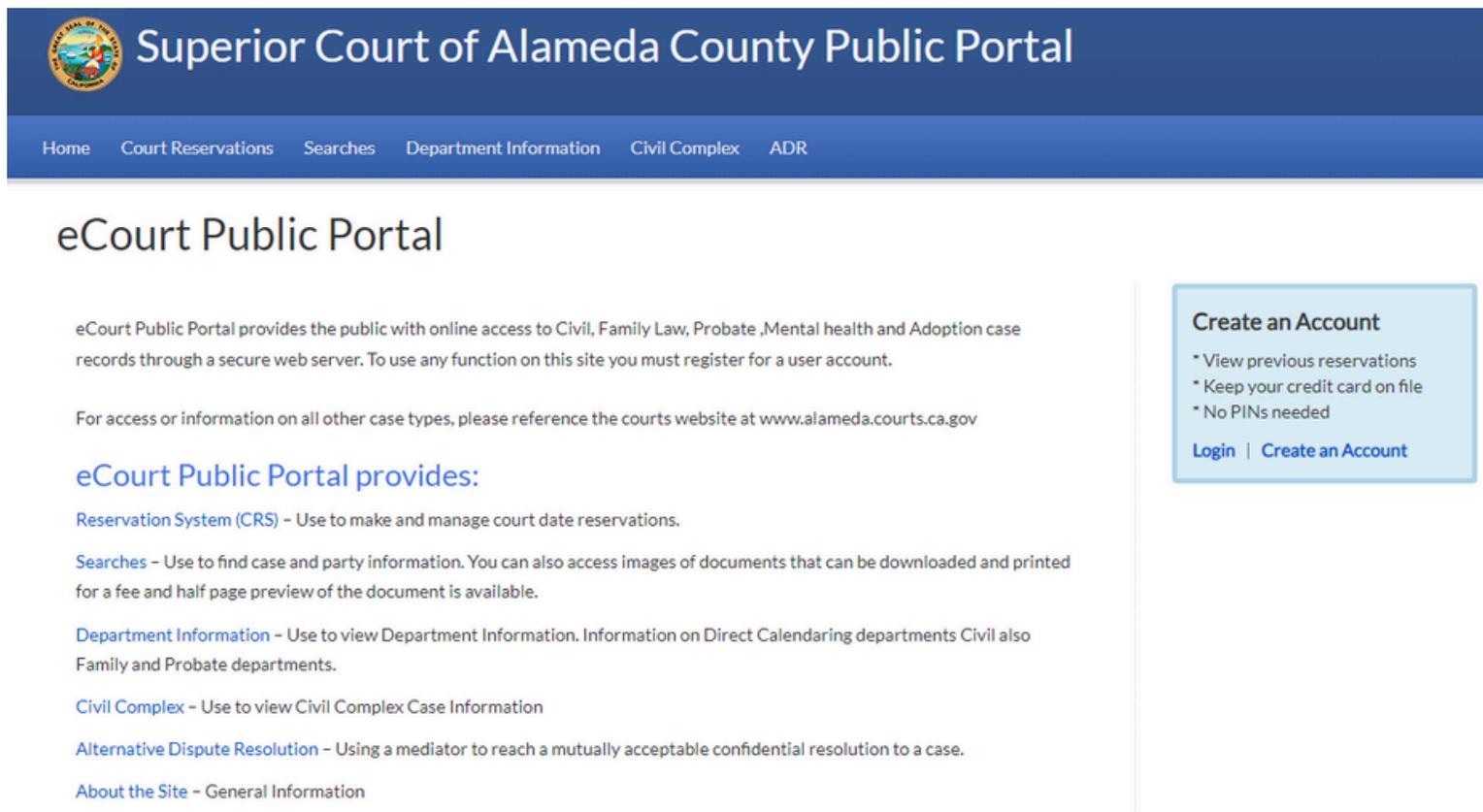


Don't forget to also submit your filing fee(s) / fee waiver(s)!

# File At The Appropriate Court Division That Hears Your Type Of Case

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Once your case has been filed, it will be assigned to a specific department and judge. If you need to locate your case but cannot remember the details, you can search for the department and judge online via eCourt. Alternatively, you may visit the law library, where a directory is available for reference.



The screenshot shows the homepage of the Superior Court of Alameda County Public Portal. At the top is a blue header with the court's seal and the title "Superior Court of Alameda County Public Portal". Below the header is a navigation menu with links for Home, Court Reservations, Searches, Department Information, Civil Complex, and ADR. The main content area is titled "eCourt Public Portal" and contains a paragraph explaining that the portal provides online access to case records through a secure web server, requiring a user account. It also provides the website URL: www.alameda.courts.ca.gov. Below this, a section titled "eCourt Public Portal provides:" lists several services: Reservation System (CRS), Searches, Department Information, Civil Complex, Alternative Dispute Resolution, and About the Site. On the right side of the page, there is a light blue box with the heading "Create an Account" and three bullet points: "View previous reservations", "Keep your credit card on file", and "No PINs needed". At the bottom of this box are links for "Login" and "Create an Account".

# E-Filing

E-Filing is available for various case types.

- Self-represented litigants are currently **NOT** required to e-file their documents.
- Litigants represented by attorneys must e-file

For more information on E-Filing see:

- The Superior Court of California County of Alameda website:
  - Online Services E-filing page
  - E-Filing FAQs
- The Superior Court of California County of Alameda Local Rules:
  - There are various court rules related to electronic filing

