



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020

GENERAL INFORMATION – EAST COUNTY

This handout contains information which will aid you in complying with your court orders. Locate and read the information that applies to your circumstances. The areas checked apply to you. Failure to comply with court orders may result in the issuance of a warrant for your arrest, suspension of your driver license, and the addition of a civil assessment with referral to a collection agency. **Note: This information sheet may not include information about all of your court orders. Refer to your court minutes.**

- ☐ **Court Trial:** On the date of your scheduled court trial, go directly to the courtroom that is indicated on your paperwork. **BE ON TIME.** Answer when your name is called. If you are not on time, the court may hear the case in your absence and/or issue a warrant or civil assessment.
- ☐ **Proof Requirements:** Present proof of compliance on or before the date given. Your full name, case number, and a date of completion **MUST** be included as part of the original document(s) submitted to the court. If you are unable to present proof as ordered, you must appear at 8:00 a.m. in the court's business office, on or before that date. You may be required to appear before a judicial officer to request additional time.
- ☐ **Public Service Work Program (PSWP):** You must enroll with the Adult Probation Office within 60 days of your court date unless otherwise ordered by the court.
Directions: 8th Floor. Hours are: Monday - Friday 7:30 a.m. - 4:30 p.m.
- ☐ **Substance Abuse Assessment Unit (SAAU):** Failure to comply with the court's order to report to SAAU may result in a warrant being issued.
Directions: 2nd floor. From the elevator, walk toward the windows, turn right, go to the end of the hallway, and turn right again. SAAU is located on the left. Hours are: Monday - Thursday 8:00 a.m. - 4:15 p.m. and Friday 8:00 a.m. - 12:00 p.m. The office is closed from 1:00 p.m. - 2:00 p.m. every day.
- ☐ **Ignition Interlock Device:** The court has ordered you not to drive a vehicle unless the vehicle is equipped with an Ignition Interlock Device. For a current list of authorized installers and devices, refer to the Department of Motor Vehicles website at: https://www.dmv.ca.gov/portal/dmv/?1dmv&urle=wcm:path/dmv_content_en/dmv/vehindustry/ol/forms/ignitioninterlockdevicelist
- ☐ **Alliance One (877) 541-8420**
Directions: 1st floor business office. Cases with civil assessments must be paid through Alliance One. Hours are: Monday - Thursday 8:00 a.m. - 3:30 p.m. and Friday 8:00 a.m. - 12:00 p.m.
- ☐ **Revenue and Recovery (619) 515-6200**
Directions: Ground floor. From the main entrance and weapons screening, turn right. Hours are: Monday - Friday 8:00 a.m. - 5:00 p.m.
- ☐ **Fines and/or Fees:** If you have appeared in court and were ordered to pay a fine/fee, you may pay by choosing one of the options listed below. If you are unable to pay the fine/fee before the due date, you may be required to appear before a judicial officer to request additional time to pay.
 - Online: Visit the court's website at: www.sdcourt.ca.gov (You must wait two to three weeks from your appearance before a judicial officer before your case will be available to make an online payment.)
 - Automated Telephone System: Call (619) 906-5888 (You must wait two to three weeks from your appearance before a judicial officer before your case will be available to make a telephonic payment.)
 - Mail: Send credit card information or a check or money order made payable to "Clerk of the Superior Court" along with your Payment Notice (SDSC Form #ADM-268) to: San Diego Superior Court, 250 E. Main Street, El Cajon, CA 92020. Write your name and case number on your check and/or money order. Do not send cash.
 - FAX: Fax a completed Payment Notice (SDSC Form #ADM-268), containing your credit card information to (619) 456-4343.
 - Express Drop Box: Deposit your check and/or money order into an Express Drop Box located near the 1st floor business office. Write your name and case number on your check and/or money order.
 - In Person: Payments are accepted in the business office Monday - Thursday 8:00 a.m. - 3:30 p.m. and Friday 8:00 a.m. - 12:00 p.m.
 - Telephone: Call (619) 456-4100. Calls are answered Monday - Friday from 8:30 a.m. - 11:30 a.m.

Obtaining an Attorney: The court cannot recommend an attorney. For the name of an attorney who can give you legal advice regarding your case, the following lawyer and information services provide referral assistance at no charge:

- San Diego County Bar Lawyer Referral Service: (800) 464-1529
- Legal Aid Society: (877) 534-2524
- San Diego Volunteer Lawyer Program: (619) 235-5656

Addresses & Telephone Numbers to Assist You:

<p>George Bailey/ East Mesa Detention Facility 446 Alta Road, Suite 5200 San Diego, CA 92173 (619) 210-0385</p>	<p>Probation Department 250 E Main Street, 8th Floor El Cajon, CA 92020 (619) 441-3441</p>
<p>Las Colinas Women's Work Furlough Pre-screening (619) 258-3202</p>	<p>Short Term Work Furlough (Correctional Alternative Inc.) 551 South 35th Street San Diego, CA 92113 (619) 232-8600</p>

San Diego Superior Court - East County Division
250 E Main St, El Cajon, CA 92020

Business Office Hours: Monday - Thursday
8:00 a.m. - 3:30 p.m.
Friday
8:00 a.m. - 12:00 p.m.

Tel. No.: (619) 456-4100 (between 8:30 a.m. - 11:30 a.m.)

East County Division Court Hearing Check-In Hours:

Infractions: Monday - Thursday
AM Session: 8:00 a.m. - 11:00 a.m.
PM Session: 11:00 a.m. - 2:00 p.m.
Friday
AM Session: 8:00 a.m. - 11:00 a.m.
NO PM Session

Misdemeanors: Monday - Thursday
AM Session: 8:00 a.m. - 9:00 a.m.
PM Session: 9:00 a.m. - 10:00 a.m.
Friday
AM Session 8:00 a.m. - 9:00 a.m.**
NO PM Session

Felonies: Monday - Thursday
AM Session: 8:00 a.m. - 10:00 a.m.
PM Session: 10:00 a.m. - 2:00 p.m.
Friday
AM Session: 8:00 a.m. - 10:00 a.m.**
NO PM Session

****O.R. releases, warrants, bonds and notify letters ONLY**

For more information, visit the court's website at: www.sdcourt.ca.gov