

***Washington County Court Administration will be closed on Tuesday mornings effective April 8, 2008. Counter services will be unavailable during this time. The public phone lines will not be answered from 8:00 a.m. to 12:30 p.m. Drop boxes are located at the Government Center courts area, second floor north, by the metal detection site on Tuesday mornings. A drop box is also located at the Cottage Grove Satellite Court. Normal business hours will continue to be 8:00 a.m. to 4:30 p.m. Monday through Friday, with the exception of Tuesday mornings.***

***Washington County Court (State of Minnesota Judicial Branch) places a high focus on access and public service. Unfortunately, budget realities won't allow us to continue that level of service. We don't like it, but, we don't have a choice.***

<b>Civil and Family Court</b>
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All hearings will continue as scheduled. Customers are encouraged to visit the Self Service Center and the Civil/Family filing window during our regular business hours for assistance, and to file cases or documents. Courier service between Stillwater and Cottage Grove will remain in effect.

On Tuesday mornings when our regular counters are closed, filings that do not require review or immediate action may be dropped off, along with the appropriate fee by check only, in the drop box at the Government Center courts area, second floor north, by the metal detection site. Filings will be considered filed as of that Tuesday.

Any civil Temporary Restraining Orders (TRO's) will be routed to the 1:00 p.m. signing judge for review.

Orders for Protection and Harassment Petitions and any emergency orders should be placed in the drop box to be referred to the 1:00 p.m. signing judge, or parties should return when the office is open. A sign will be posted advising persons in need of assistance completing forms to contact Tubman Family Alliance at 612-825-3333.

Unlawful Detainers and requests for Writs of Recovery, along with the filing fee by check only, placed in the drop box will be available for pick-up at 1:00 p.m. the following day.

Forms are available on our website at <http://www.mncourts.gov/>

***It is strongly recommended that you return to court administration during regular business hours when staff are available to process your filings, schedule hearing dates, and provide service.***

## Conciliation Court

On Tuesday mornings, claims may be dropped off, along with the filing fee by check only, at the drop box located at the Government Center courts area, second floor north, by the metal detection site.

## Criminal Court

**Government Center:** All counters and phones will be closed on Tuesday mornings from 8:00 a.m. to 12:30 p.m. beginning April 8, 2008.

Calendars will continue as scheduled. Staff will provide post-calendar support from the courtroom.

On Tuesday mornings court users may make a payment by depositing it in the drop box located at the Government Center courts area, second floor north, by the metal detection site. Cash will not be accepted; checks only.

Criminal Justice Partners with emergency issues should see a court security officer at the command desk on second floor north for assistance.

**Violations Bureau:** The hearing office is closed on Tuesday mornings. Please call 651-430-6289 for hearing officer availability. Court users may make a payment by depositing it in the drop box located at the Government Center courts area, second floor north, by the metal detection site on Tuesday mornings. Cash will not be accepted. Peace Officers dropping off citations should bring them to drop box locations noted above.

**Cottage Grove Location:** All counters will be closed on Tuesday mornings from 8:00 a.m. to 12:30 p.m. beginning April 8, 2008. The public phone lines will be closed.

Calendars will continue as scheduled. Staff will provide post-calendar support from the courtroom.

Criminal Justice Partners with emergency issues should see a court security officer for assistance.

Court Users may deposit a payment by check only in a drop box located on the site. Cash will not be accepted.

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## Juvenile and Probate/Mental Health Court

Hearings will take place as scheduled. Documents filed in the courtroom as part of a proceeding will be filed with the courtroom clerk. Counters and phones will be closed.

Criminal Justice Partners with emergency issues should see a court security officer at the command desk on second floor north for assistance.

Fine payments may be placed in the drop box. Checks only will be accepted, no cash.

Probate Registrars will not be available. Probate hearings will take place as scheduled. Filings that do not require review or immediate action may be dropped off, along with the appropriate fee by check only at the drop box located at the Government Center courts area, second floor north, by the metal detection site on Tuesday mornings, and will be considered filed as of that Tuesday. We recommend filings be filed during our normal business hours.

## Services

**Guardian ad Litem Office:** The office will remain open on Tuesday mornings to assist volunteer Guardians ad Litem who are appearing in court on child protection matters.

**Mediation:** Mediators are available for consultation in an attempt to resolve Harassment and Conciliation disputes. There is no charge for this service, which can be utilized instead of a court hearing.

**Volunteers:** Volunteer citizens of Washington County serve as court greeters and court aides to the Stillwater Courthouse. Volunteers greet customers as they enter the courthouse and help direct people to the courtroom or business counter. They also assist getting people from the courtroom to the business counter.

**File Viewing/Document Requests:** There will be no file viewing or document requests services available on Tuesday mornings. Requests may be placed in the drop box located at the Government Center courts area, second floor north, by the metal detection site on Tuesday mornings. Cash will not be accepted, checks only. Limited record searches may be conducted from the public access terminals located on first floor (near Room 145) or from any computer on our public website of <http://www.mncourts.gov/>

**Interpreters:** Should sign in at the volunteer desk outside court security. Interpreters should ensure they have the case name so they can check the calendar display for courtroom assignment.

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