



# NEWS RELEASE

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Release Date: April 15, 2019

SUPERIOR COURT OF  
CALIFORNIA  
COUNTY OF SAN BERNARDINO  
247 West Third Street, 11<sup>th</sup> Floor  
San Bernardino, Ca 92415-0302  
[www.sb-court.org](http://www.sb-court.org)

909-708-8747

Hon. Raymond L. Haight III  
Presiding Judge

Nancy CS Eberhardt  
Court Executive Officer

## **SAN BERNARDINO SUPERIOR COURT EXPANDS ACCESS, FONTANA COURTHOUSE TO ADD EXPRESS WINDOW FOR SMALL CLAIMS & LANDLORD TENANT FILINGS**

Effective May 15, 2017, the Fontana courthouse will open an “express” walkup window for Small Claims and Unlawful Detainer (Landlord-Tenant) customers. Individuals who use the new walkup window can skip security screening and quickly file or purchase documents without entering the building. This new service option, designed for simple small claims and landlord tenant transactions, will help reduce courthouse congestion and also benefit those in the clerk’s office seeking assistance with more complex filings.

Using this new service option, customers can file up to two (2) documents a day. Documents eligible for processing at the walkup window include:

- Small claims (new filings)
- Proofs of service
- Writs
- Abstracts
- Satisfactions of judgment
- Dismissals
- Issuance of subpoenas
- Purchase of small claims and landlord-tenant forms

Customers with more than two (2) documents will be directed to the clerk’s office on the second floor for assistance. This window will serve as the second express service option at this courthouse and will be adjacent to the current walkup window for traffic payments. The Fontana courthouse is located at 17780 Arrow Boulevard, Fontana CA 92335. Operating hours are 8 am to 4 pm.

Last year, 10,765 Small Claims and 9,271 Landlord-Tenant proceedings were filed at Fontana.

For more information, please contact the Fontana clerk’s office at 909-350-9322.

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