

SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL FROM: Anthony Mata

Chief of Police

SUBJECT: TRAFFIC COURT CITATION D

LOCATION CHANGE

DATE: January 14, 2023

Bulletin #2023-002

Effective Monday, January 30, 2023, the Santa Clara County Traffic Court located at 1095 Homestead Road, Santa Clara, CA 95050 will be closed on a temporary basis to all in-person services. Due to the closure, all traffic and municipal code infraction citations should be routed to South County Superior Court located at 301 Diana Avenue, Morgan Hill, CA 95037.

The Electronic Citation (E-Cite) System has been updated and the South County Superior Court address has been added. When officers cite a subject using E-Cite, officers will need to update the location of the court by clicking the appropriate courthouse. Officers should verify their E-Cite systems are synced with the E-Cite database prior to completing a new citation.

Officers who are unable to issue an E-Cite may issue a paper citation. If a paper citation is issued, the officer should affix a sticker to <u>all three copies of the paper citation</u> (white, yellow, and pink), indicating the updated court location. Stickers with the updated courthouse location are temporarily located in the front of the briefing room and will be available at Central Supply.

Effective immediately, all officers who issue a paper citation should affix a sticker with the updated courthouse address to the paper citation. All Electronic Citations should ensure the South County Superior Court is updated with the new address.

Anthony Mata Chief of Police

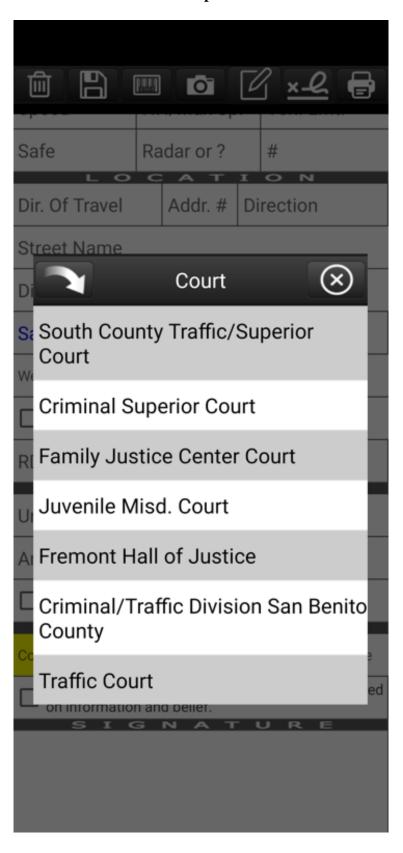
AM:SD:JP

Attachment 1: E-Cite Updated Court Location

Attachment 2: Santa Clara County Superior Court Changes to Traffic Court Operations

Page 2

Attachment 1: E-Cite Updated Court Location



ALL DEPARTMENT PERSONNEL SUBJECT: TRAFFIC COURT CITATION LOCATION CHANGE

JANUARY 14, 2023

Page 3

Attachment 2: Santa Clara County Superior Court Changes to Traffic Court Operations

Superior Court of California County of Santa Clara

191 North First Street San Jose, California 95113 (408) 882-2700

December 28, 2022



REBECCA FLEMING Chief Executive Officer

CRIMINAL AND TRAFFIC DIVISION

To:

All Law Enforcement Agencies, Department of Correction Sanda Tun, Court Manager, Criminal and Traffic Division

From:

Re:

Changes to Traffic Court Operations

Effective Monday, February 06, 2023, Traffic Clerk's Office will reopen in our South County Courthouse located at 301 Diana Ave., Morgan Hill. (A satellite office will also be open on the 2nd floor of our Family Justice Center Courthouse located at 201 N. First Street, San Jose).

Effective Tuesday, February 14, 2023, Traffic Calendars for Mondays, Wednesdays, and Fridays will move to South County Courthouse located at 301 Diana Ave., Morgan Hill. Traffic Calendars for Tuesday and Thursdays will move to Family Justice Center Courthouse located at 201 N. First Street, San Jose.

All citations should indicate our South County Courthouse address (301 Diana Ave., Morgan Hill) and should be routed there for filing beginning January 30, 2023.

Clerk's Office (Hours of Operation)

Monday - Thursday: 8:30am to 3:00pm

Friday: 8:30am to noon