



**Superior Court of California, County of Sacramento
CAROL MILLER JUSTICE CENTER
301 BICENTENNIAL CIRCLE
SACRAMENTO, CALIFORNIA 95826-2701**

POWER OUTAGE

EMERGENCY PLAN

CONTINUE OPERATIONS TO PUBLIC

Revised 07/01/02



**CAROL MILLER JUSTICE CENTER
301 BICENTENNIAL CIRCLE
SACRAMENTO, CALIFORNIA 95826-2701**

POWER OUTAGE EMERGENCY PLAN

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CAROL MILLER JUSTICE CENTER POWER OUTAGE

— NOTICE TO PUBLIC—

THE CAROL MILLER JUSTICE CENTER IS EXPERIENCING A TEMPORARY POWER OUTAGE.

Due to this outage, we will be unable to provide all of our normal services. Please read the notice below regarding your case and this facility.

? FACILITY

- **Elevators:** Elevators are not running. Please use the stairs located at the south end of the building to go to the 3rd floor if you are here for Small Claims and Unlawful Detainer Court and services. If you are here to see someone in the District Attorney's office, please use the spiral staircase located in the main lobby. Traffic Court and services are located on the 1st floor.
- **Restrooms:** Restrooms are operating, but there is not sufficient lighting. Be extremely careful when using the restroom and accompany children.
- **Emergency Personnel:** There will be Emergency Personnel wearing orange badges to answer questions and assist you.
- **Signs:** Signs are posted for your assistance.
- **Children's Waiting Room:** The children's waiting room is taking children. It is located at the southwest end of the building on the 1st floor.

? IF YOU ARE HERE FOR A TRAFFIC OR NON-TRAFFIC CITATION

- The Computers are not working and we will be unable to provide any specific information on your case(s).
- If you have a notice from the Court, and wish to pay your fine, we may be able to take your payment.
- If you have a notice from the Court, and wish to change your Court date, we may be able to schedule a new court date for you.
- We can provide you with proof that you were here today even if we cannot access your case(s).
- If you are scheduled to appear in court today, please go directly to the Courtrooms on the northwest end of the 1st floor. Your case will be called and you can be heard today.

? IF YOU ARE HERE FOR AN UNLAWFUL DETAINER CASE

- An Unlawful Detainer staff member is available in the front lobby (1st floor near the Information Booth) to answer questions.
- The Unlawful Detainer office and Advisory Clinic is located on the 3rd floor. Please use the stairway at the south end of the building to go to the 3rd floor.
- Our Computer system is not working and we cannot provide you copies of any "FILED" documents. Staff can make available files for your review upon request and to provide Judicial Council forms for manual preparation. Upon completion of the documents, staff will return to you a carbon copy of the documents that you prepared marked "RECEIVED" and a receipt for payment. Copies will be mailed to you once power has been restored.
- If you are scheduled for a Court appearance today, please go directly to your assigned courtroom on the 3rd floor. Your case will be called and you can be heard today.
- Upon completion of your Court matter, please leave the building using the stairway located at the south end of the building, next to room 330.

? IF YOU ARE HERE FOR A SMALL CLAIM CASE

- A Small Claims staff member is available in the front lobby (1st floor near the Information Booth) to answer questions.
- The Small Claims office and Advisory Clinic are located on the 3rd floor. Please use the stairway at the south end of the building to go to the 3rd floor.
- Our computer system is not working and we cannot provide you copies of any “FILED” documents. Small Claims staff is available to assist you and provide Judicial Council forms for manual preparation. Upon completion of the documents, staff will return to you a carbon copy of the documents that you prepared marked “RECEIVED” and a manual receipt of payment. A trial/hearing date will be set and copies mailed to you once power has been restored.
- If you are scheduled for a Court appearance today, please go directly to your assigned courtroom on the 3rd floor. Your case will be called and you can be heard today.
- Upon completion of your Court matter, please leave the building using the stairway located at the south end of the building next to room 330.

You will receive notice of the outcome of your case in the mail within two (2) weeks.

COURTROOM

SCRIPTS

JUDICIAL OFFICER POWER OUTAGE SCRIPT DEPARTMENTS 81 and 82

LADIES AND GENTLEMEN,

WE ARE CURRENTLY EXPERIENCING A POWER OUTAGE, WHICH COULD LAST FOR APPROXIMATELY ONE HOUR. WE HAVE SUFFICIENT LIGHTING AND WILL THEREFORE CONTINUE WITH OUR CALENDAR. WHEN YOUR CASE IS CALLED, PLEASE STEP FORWARD.

IF YOU ARE WAITING TO SPEAK WITH A DISTRICT ATTORNEY, OR WILL BE REQUESTING TO SPEAK WITH ONE, PLEASE LISTEN FOR YOUR NAME TO BE CALLED AND YOU WILL BE DIRECTED TO THE HALLWAY OUTSIDE THIS COURTROOM TO DISCUSS YOUR CASE. YOU WILL THEN BE ASKED TO RETURN TO THIS COURTROOM FOR YOUR CASE TO BE CALLED.

AFTER YOUR CASE HAS BEEN HEARD, YOU ARE DIRECTED TO REPORT TO THE FINES ROOM TO COMPLETE THE NECESSARY PAPERWORK. SINCE THE POWER OUTAGE MAY CAUSE SOME DELAYS, YOUR PATIENCE IS APPRECIATED.

THANK YOU

JUDICIAL OFFICER POWER OUTAGE SCRIPT DEPARTMENT 83

LADIES AND GENTLEMEN,

WE ARE CURRENTLY EXPERIENCING A POWER OUTAGE, WHICH COULD LAST FOR APPROXIMATELY ONE HOUR. WE HAVE SUFFICIENT LIGHTING AND WILL THEREFORE CONTINUE WITH OUR CALENDAR. WE WILL BE UNABLE TO ELECTRONICALLY RECORD FURTHER TRIAL PROCEEDINGS. THE COURT WILL MAKE DETAILED NOTES OF THE PROCEEDINGS ON THE COURT CALENDAR. WHEN YOUR CASE IS CALLED, PLEASE STEP FORWARD.

AFTER YOUR CASE HAS BEEN HEARD, YOU ARE DIRECTED TO REPORT TO THE FINES ROOM TO COMPLETE THE NECESSARY PAPERWORK. SINCE THE POWER OUTAGE MAY CAUSE SOME DELAYS, YOUR PATIENCE IS APPRECIATED.

THANK YOU

**JUDICIAL OFFICER POWER OUTAGE SCRIPT
DEPARTMENTS 86, 87 AND 88**

LADIES AND GENTLEMEN,

WE ARE CURRENTLY EXPERIENCING A POWER OUTAGE, WHICH COULD LAST FOR APPROXIMATELY ONE HOUR. WE HAVE SUFFICIENT LIGHTING AND WILL THEREFORE CONTINUE WITH OUR CALENDAR. SINCE THE POWER OUTAGE MAY CAUSE SOME DELAYS, YOUR PATIENCE IS APPRECIATED.

ONCE YOUR CASE HAS BEEN HEARD, YOU ARE DIRECTED TO USE THE STAIRWAY LOCATED AT THE SOUTH END OF THE BUILDING, NEXT TO ROOM, 330.

DO NOT USE THE ELEVATORS.

IF ANYONE HAS ANY QUESTIONS OR CONCERNS, PLEASE SEE THE BAILIFF OR CLERK FOR ASSISTANCE.

THANK YOU.

DESIGNATED UNIT

AREAS & STAFF

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING**

First Floor: Area 4 (SE) Section 4A: Room 120, Accounting Office			
Position	Designated Person		Alternate
Area 4 (SE)	Lynn Dunbar *	875-7482	Wanda Williams 875-7640 Doloris Gillam 875-7781

* Designated Person responsible for overseeing evacuation of Area 4.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ADMINISTRATION

Position	Designated Person	Phone #
Branch Manager	Maureen Ashby	875-7423 828-0161 Pager
Facilities Coordinator	Vicky DeGuzman	875-7352 828-2454 Pager
Facilities Support	Joe Cochrane	875-7702
Admin. Secretary	Nita Smith	875-7771 541-2157 Work Cell #

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: INTERPRETER

Position	Contact Person	Phone #	Alternate Contact	Phone #
Court Supervisor, Interpreters	Elinor Gardner	874-8203	Lois Angeloni	874-7730
Senior Court Interpreter	Gladys Cook	875-7457		

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC

UNIT: SMALL CLAIMS – UNLAWFUL DETAINER – INFORMATION BOOTH– KIDS’ CORNER

Area	Wing	Third Floor: Small Claims – Unlawful Detainer First Floor: Information Booth – Kids’ Corner
Area 1	NW	Section 1A: Courtrooms Section 1B: Judicial Chambers, Private Offices Section 1C: Library, Restrooms, Secured Hallway, Judicial Stairwell Section 1D: Mediation Cubicle and Mediation Conference Room
Area 2	SE	Section 2A: Interior Staff Restroom (Women’s), Public Restrooms, Stairwell by Water Fountain Section 2B: Small Claims Public Lobby, SC Viewing Room/UD Self-Help Center Section 2C: Public Counter Staff Area, Photocopier/Forms Room, Main Staff Area, File Room
Area 3	SE	Section 3A: UD Public Lobby, UD Staff Offices, Stairwell by Legal Advisory, Legal Advisory
Area 5 * (First Floor)	SE	Section 5A: Information Booth Section 5B: Kids’ Corner

Position	Designated Person	Phone #	Alternate	Phone #
Floor Warden	Judi Kerrin	875-7621	Geri Bradford	875-7628
Area 1	Acting Courtroom Clerk Lead	875-7605	Andrea Southworth Janice Ferrante	875-7678 875-7605
Area 2	Beverly Hall	875-7787	Angela Mick Patsy Smith	875-7433 875-7515
Area 3	Andrei Mocanu	875-7754	Michelle Linnen Pacita Correale	875-7452 875-7838
Area 5 Designated 5A Clerks}	5A - Vicki Curd Erendira Tapia (SC) Linda DeLaCruz (UD) 5B – Maggie Saroiberry	875-7716 875-7864 875-7472 875-7840	Lorina Polimeni Sandra Frazer Laurie Williams	875-7435 875-7746 875-7433
Designated File Clerks	Ernie Jones Nicole Lo	875-7708		

* **Area 5 (First Floor) Emergency Personnel: Robert Guerrero; Alternate: Brenda Brower**

ELK GROVE, GALT, & WALNUT GROVE POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: SOUTH SACRAMENTO

Area	
Area 1	Section 1A: Courtroom
Area 2	Public Counter/Staff Area

Position	Designated Person	Phone #	Alternate	Phone #
All South Sac Courts	Norm Blum	874-1994 or 685-9825	Karen Bronson	874-1994
Galt Court	Tammy Santiago	(209) 745-1577	Theresa Smith	(209) 745-1577
Walnut Grove Court	Sheila George	776-1416		
Elk Grove Court (Unlawful Detainer)	Linda Briones	874-1994	Rose Petrotta	874-1994

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC

UNIT: TRAFFIC

Area	Wing	First Floor: Traffic – Accounting – Public Cafeteria – General Services Hallway
Area 1	NW	Section 1A: Courtrooms Section 1B: Judicial Chambers, Private Offices Section 1C: Library, Restrooms, Secured Hallway, Judicial Stairwell
Area 2	NW	Section 2A: Fines Rooms A & B Section 2B: Conference rooms between Depts. 81/82 & 83/84 Section 2C: Alternative Sentencing Office, Rm. 110
Area 3	SE	Section 3A: Public Counter Staff Area, Public Lobby, Self-Help Center and Traffic Violator School Section 3B: Main Staff Area, Mail Room, File Room, Employee Lounge Section 3C: Employee Showers, Women’s Restroom, Supply Room, Public Restrooms, Elevators
Area 4	SE	Section 4A: Room 120, Accounting Office
Area 5	SE	Section 5A: Stairwell, Conference Room 140/141 Section 5B: Kids Corner (Small Claims/UD Responsibility) Section 5C: Public Cafeteria (including vendor’s office), General Services Hallway (including Parking Control), Custodial Services Offices, Court Storage Room and Loading Dock

Position	Designated Person		Alternate	
Floor Warden	Jane Schluter	875-7357	Bette Keehley	875-7460
Area 1 (NW)	Paul Singh	875-7440	Carol Martin Martha Kwong	875-7555 875-7776
Area 2 (NW)	Janise Simpson	875-7427	Jannet Beltran Judy Layugan	875-7429 875-4978
Area 3 (SE)	Robert Robles	875-7455	Jolane Guilford Craig Maeda Frank Rodriguez	875-7509 875-7332 875-7539
Area 4 (SE)	Lynn Dunbar	875-7428	Wanda Williams Doloris Gillam	875-7640 875-7781
Area 5 (SE)	Robert Guerrero	875-7338	Brenda Brower Cheryl Finch	875-7520 875-7481

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC VIOLATOR SCHOOL

Position	Contact Person	Phone #	Alternate Contact	Phone #
Area 3, Section 3A TVS Supervisor	Wanda Paulson	875-7449 888-855-0410 Pager	Janise Simpson	875-7537

UNIT

PROCEDURES

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING

Functional Area	Responsible Party	Action Plan
Area 4 Section 4A	All Staff	<ul style="list-style-type: none"> a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
Area 4 Section 4A	Designated Emergency Staff (DES) For Area 4	<ul style="list-style-type: none"> a. Direct deposit staff to secure all monies in the safe. b. Direct Front Counter staff to continue business as usual. c. Distribute alternative work assignments to staff (as needed). d. If advance warning is given, run the BFA 510 report for end-of-day closing process. e. If power is not restored by close of business, direct staff regarding end-of-day procedures.
Area 4 Section 4A	All Staff	<ul style="list-style-type: none"> a. Vital Check machine will be unavailable for use until the power resumes. b. Upon power restoration, resume processing as usual – all data will be retained.
Area 4 Section 4A	Deposits Staff	<ul style="list-style-type: none"> a. Secure all deposits in the safe. b. Check with DES for work assignment. c. Upon power restoration, retrieve deposits and resume regular duties. d. If any data is lost or problems exist, notify an Accounting Technician.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING

Functional Area	Responsible Party	Action Plan
Area 4 Section 4A	Front Counter Staff	<p>a. Front Counter Staff will retain the cash drawer to make change for cashiers. b. Phones will not be available – Check with DES for additional work assignment. c. Upon power restoration, resume dispatching incoming phone calls and regular desk duties.</p> <p style="text-align: center;">End-of-Day Close Procedure</p> <p>a. <u>If power is restored before end of business day:</u> 1. Cash bags and Cashier Clearings will be checked in and verified as usual. The clearings will include the cashier’s cash/checks/etc., manual clearing report, BFA 515 and ALL manual cash receipts processed during the outage. 2. Verify with Cashiers that all manual cash receipts have been posted in the case management system(s).</p> <p>b. <u>If power is NOT restored before the end of the business day:</u> 1. Cashiers will submit TWO separate envelopes with the Manual Cashier Clearing Reports for their receipts for the day. <ul style="list-style-type: none"> • Envelope #1 – receipts posted in the case management system prior to the outage. • Envelope #2 – manual cash receipts processed during the outage. 2. The Clearing Report will reflect a total of all cash by denomination and a single count for checks (# of checks received). 3. Count the cash and number of checks and verify to the Cashier Clearing Report(s). 4. Envelope with Manual Receipts – bundle the cash, checks, money orders, etc. and place back in the envelope as a “Hold” until the next business day. 5. Envelope with payments posted in the case management system prior to the outage – will be verified by accounting staff the following day to the daily reports. 6. Count and verify cash bags and initial the appropriate logs.</p> <p style="text-align: center;">Following Business Day:</p> <p>a. See Cashier Procedures: Small Claims, page 22 - U.D., page 23 - Traffic, page 25.</p>
	Closers	
	Closers	

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING

Functional Area	Responsible Party	Action Plan
Area 4 Section 4A	All Staff	a. If you are assisting with a deposit (look-ups), return all items to the Deposit specialist. b. Check with DES for work assignment. c. Upon power restoration, resume regular duties. d. If any data is lost or problems exist, notify an Accounting Technician.

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING (CMJC CASHIER PROCEDURES)**

Functional Area	Responsible Party	Cashiering Action Plan
<p align="center">Small Claims</p>	<p align="center">Cashiers</p>	<p>Processing payments during power outage:</p> <p>a. Complete a Manual Cash Receipt for all monetary transactions. (Note: Retain all Fee waivers. If power is not restored, report on Manual Cashier Clearing Report the total number of waivers received.) See procedures on:¹</p> <ul style="list-style-type: none"> • How to complete a Manual Cash Receipt • How to complete a Manual Cashier Clearing Report <p>b. All checks/money orders must be endorsed with the Court’s “For Deposit Only” stamp.</p> <p>c. If a manual receipt is voided, “VOID” must be written on the receipt and ALL copies must be RETAINED in the receipt book. If the receipt has already been removed, ALL COPIES must be stapled back into the book.</p> <p align="center"><u>End-of-day process:</u></p>
	<p align="center">Cashiers & Supervisor</p>	<p><u>Power Restored</u></p> <p>a. If power is restored prior to the end of the business day, each Cashier will ring all Manual Cash Receipt transactions into the Open Court System (OCS).</p> <p>b. Supervisor will run “Individual Cashier Summary Report” (OCS) and Verify clearings.</p> <p>c. Cashiers will balance all transactions to the Individual Cashier Summary Report.</p> <p>d. Include the Accounting copies (yellow) of the completed manual cash receipts in the daily clearing.</p> <p>e. Submit to Accounting – follow standard procedures.</p>
	<p align="center">Cashiers & Supervisor</p>	<p><u>Power is NOT restored</u></p> <p>a. If power is NOT restored prior to the end of the business day, Cashiers will prepare TWO Manual Cashier Clearing reports and submit them to Accounting as a “HOLD”.</p> <ul style="list-style-type: none"> • Envelope #1 – receipts posted in the case management system prior to the outage. • Envelope #2 – manual cash receipts processed during the outage.

¹ Procedures for Manual Cash Receipts and Manual Cashier Clearing Reports are available in hard copy only due to the examples included.
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**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING (CMJC CASHIER PROCEDURES)**

Functional Area	Responsible Party	Cashiering Action Plan
Unlawful Detainer	Cashiers	<p>Processing payments during power outage:</p> <p>a. Complete a Manual Cash Receipt for all monetary transactions. (Note: Retain all Fee waivers. If power is not restored, report on Manual Cashier Clearing Report the total number of waivers received.) See procedures on:¹</p> <ul style="list-style-type: none"> • How to complete a Manual Cash Receipt • How to complete a Manual Cashier Clearing Report <p>b. All checks/money orders must be endorsed with the Court’s “For Deposit Only” stamp.</p> <p>c. If a manual receipt is voided, “VOID” must be written on the receipt and ALL copies must be RETAINED in the receipt book. If the receipt has already been removed, ALL COPIES must be stapled back into the book.</p>
	Cashiers	<p align="center"><u>End-of-day process:</u></p> <p><u>Power Restored</u></p> <p>a. If power is restored prior to the end of the business day, ring all transactions taken via manual receipts in the UD Cash Register and continue to process all new transactions via the register.</p> <p>b. Count cash, checks, money orders, etc. and complete a Manual Cashier Clearing report.</p> <p>c. Run UD Cash Register end-of-day reports (X report, Z report, etc.).</p> <p>d. Supervisor will count and verify cashier clearings.</p> <p>e. Submit Clearing Reports to Accounting. (include Accounting copies (yellow) of the manual receipts).</p> <p>f. Follow standard manual processing procedures.</p>
	Cashiers	<p><u>Power is NOT restored</u></p> <p>a. If power is NOT restored prior to the end of the business day, Cashiers will prepare TWO separate envelopes. The first will contain the Clearing Report for payments processed via the Cash Register and the second will be for all payments processed via Manual Cash Receipts.</p>

¹ Procedures for Manual Cash Receipts and Manual Cashier Clearing Reports are available in hard copy only due to the examples included.
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**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING (CMJC CASHIER PROCEDURES)**

Functional Area	Responsible Party	Cashiering Action Plan
Unlawful Detainer Continued	Supervisor	<p align="center">Following Business Day:</p> <p>UD Cash Register transactions (processed prior to power outage)</p> <ol style="list-style-type: none"> a. RUN all reports PRIOR to processing any transactions for the day. b. Submit reports to Accounting. c. IF any envelopes were submitted to Accounting as a “HOLD”, the cashier will sign out their individual Clearing Report. ONLY the CHECKS and MANUAL RECEIPTS will be returned to the cashier (NOT CASH). d. In the event a Cashier is absent, the Supervisor will sign out and reconcile the clearing.

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ACCOUNTING (CMJC CASHIER PROCEDURES)**

Functional Area	Responsible Party	Cashiering Action Plan
Traffic	Cashiers	<p>Processing payments during power outage:</p> <ol style="list-style-type: none"> a. Complete a Manual Cash Receipt for all monetary transactions. See procedures on:¹ <ul style="list-style-type: none"> • How to complete a Manual Cash Receipt • How to complete a Manual Cashier Clearing Report b. All checks/money orders must be endorsed with the Court’s “For Deposit Only” stamp. c. If a manual receipt is voided, “VOID” must be written on the receipt and ALL copies must be RETAINED in the receipt book. If the receipt has already been removed, ALL COPIES must be stapled back into the book.
	Cashiers Leadworker/ Supervisor	<p align="center"><u>End-of-day process:</u></p> <p><u>Power Restored</u></p> <ol style="list-style-type: none"> a. If power is restored prior to the end of the business day, each Cashier will ring all Manual Cash Receipt transactions into the ICMS System and turn in their Manual Cashier Clearing report along with their cash, non-cash, and receipts (yellow copy of manual receipts). b. Leadworker or Supervisor will run “BFA 515 Report” (ICMS) and verify Cashier Clearing. c. Submit to Accounting – follow standard procedures.

¹ Procedures for Manual Cash Receipts and Manual Cashier Clearing Reports are available in hard copy only due to the examples included.
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CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: ADMINISTRATION

Functional Area	Responsible Party	Action Plan
CMJC	Branch Manager	a. Inform Court Facilities, Presiding Judge, and Executive Office of power outage. b. Provide cell phone number (591-1866) to Executive Office, Facilities and Court Secretary. c. Establish joint command with Court Security Logistics Office (Lead Deputy) d. Establish Emergency Command Center in Division Manager's office with Operations Managers, Court Security Logistics Officer, Facilities Coordinator, Administration Secretary, General Services Representative and Lead Commissioner. e. Direct public announcements: <ul style="list-style-type: none"> • Provide instructions to staff. • Maintain on-going communications with Executive Office, Presiding Judge and Court Facilities.
CMJC	Facilities Coordinator	a. Post elevator signs outside/inside elevators. b. Post parking signs on parking lot machines. c. Post public announcement at main entrance and key areas. d. Post signage on employee/public restroom doors; prop doors open for lighting; affix tap lights. (no emergency lighting in restrooms)
CMJC	Administration Secretary	a. Maintain supply of Public Information Sheets for distribution at public entrances, Information Booth, Public Service counters and Greeters. b. Maintain supply of Judicial Officer Power Outage Scripts. c. Maintain supply of emergency personnel badges d. Provide back-up to Facilities Coordinator.
CMJC	Facilities Support	a. Provide back-up to Facilities Coordinator.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBIC
UNIT: INFORMATION BOOTH

Functional Area	Responsible Party	Action Plan
Area 5A Information Booth	Information Booth Clerk and Designated Staff	<p>a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.</p>
Area 5A Information Booth	Information Booth Clerk and Designated Staff	<p>a. Vicki Curd will call Elinor Gardner or Lois Angeloni to advise of power outage, decision to discontinue courtroom operations and/or restoration of power.</p> <p>b. Small Claims and Unlawful Detainer operations will each send a staff person to assist the Information Booth Clerk in responding to public inquiries. The booth will remain open as long as the building is available to the public.</p> <p>c. Encourage customers to use the external drop box.</p> <p>d. Assure customers their documents will be processed as soon as the court resumes normal operations.</p> <p>e. Provide customers with an envelope and advise them to write current date/time on the outside.</p> <p>f. Advise customers using the drop box that exact cash, check or fee waiver must accompany filings, if a fee is applicable.</p> <p>g. Direct customers to the drop box.</p> <p>NOTE: If court closure is such that drop box is not emptied by 5:00, drop box will be emptied immediately upon opening the following business day. All documents in the drop box will be deemed to have been filed on day of closure.</p> <p>EXCEPTION: In the event of a power outage, the drop box will be checked after 7:00 p.m. on the date of the power outage for:</p> <ol style="list-style-type: none"> 1. Completed paperwork needed to apply for a stay of execution of a writ of possession that is scheduled to occur on the following court business day; OR 2. A note addressed to the Unlawful Detainer Unit including the following information: <ul style="list-style-type: none"> • a statement of intent to file an application for a stay order on the first court business day after the power outage, but indicating the party(ies) need forms and/or assistance in completing paperwork; • AND the name and telephone number of each person who wishes to apply for a stay; • AND the property address.

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: INTERPRETER**

Functional Area	Responsible Party	Action Plan
Interpreter Office on 2 nd Floor	Gladys Cook	a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
Area 5A	Information Booth Clerk and Designated Staff	a. Vicki Curd will call Elinor Gardner or Lois Angeloni to advise of power outage, decision to discontinue courtroom operations and/or restoration of power.
All Areas	Interpreters	a. Gladys Cook, Court Interpreter, will follow procedures of the court. b. Contract Interpreters will be asked to remain. If power is not restored within one and a half hours, may be excused. Call Elinor Gardner or Lois Angeloni to find out if needed elsewhere.

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: KIDS' CORNER**

Functional Area	Responsible Party	Action Plan
Area 5B Kids' Corner	Kids' Corner Staff	a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
Area 5B Kids' Corner	Kids' Corner Staff	a. The center will remain open for children.
Area 5B Kids' Corner	Designated Staff from Traffic Judicial Support Unit	a. Will report to Kids' Corner to assist with restrooms, etc.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: SMALL CLAIMS

Functional Area	Responsible Party	Action Plan
All Areas	All Staff	a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
Area 1 Section 1A	Judicial Officer	a. Make public announcement regarding Power Outage Procedure. (See Page 8) b. Maintain usual procedures.
Area 1 Section 1A	Calendar Clerk Courtroom Clerks	a. When advance warning of a potential power outage is received, the calendar clerk will: <ul style="list-style-type: none"> • Pull and provide to the courtroom clerk the original proofs of service for all cases on calendar for that day; • Pull and provide to the courtroom clerk any relevant documents (e.g., correspondence, venue challenges, telephone messages, untimely continuance requests, bankruptcy notices, etc.) relating to the current court date for all cases on calendar for that day; • Print and provide to the courtroom clerk all Minute Orders for Motions and OTP/OX cases on calendar for that day; • Pull and provide to the courtroom clerk any related motions, summonses and proofs of service for all OTP/OX cases on calendar for that day. b. When advance warning of a potential power outage is received, the courtroom clerks will: <ul style="list-style-type: none"> • Print dispositions for all non-motion or OTP/OX cases and stipulations for all cases on calendar for that day. (If OCS server is confirmed as being connected to a printer which is on the generator, this procedure will be discontinued, as forms can be printed from server during a power outage.) c. All continuances will be Court To Notify.
Area 2	Supervisor	a. Supervisor will remain in the functional area.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: SMALL CLAIMS

Functional Area	Responsible Party	Action Plan
Area 3 Section 3A	Legal Advisors & Mediators	a. If the courts remain open on the 3 rd floor, the Mediators will stay open. b. If the courts close, the Mediators will be released, but Advisors will stay. c. The Advisors will relocate to Conference Room 140. (Small Claims public service will relocate to Window 9 in Room 100 on the 1 st floor.)
Area 2 Section 2C	Designated Back Office Staff (1)	a. 1 designated clerk from Small Claims will relocate to Room 100 on the 1 st floor to triage Small Claims customers. (Patricia de Anda 875-7432)
Area 2 Section 2C	Designated Counter Staff	a. Small Claims public service will relocate to Window 9 in Room 100 on the 1 st floor. b. Designated counter staff will make public announcement regarding Power Outage Procedures. The Open Court System (OCS) will be shut down. c. Staff will make Judicial Council forms available for all customers to use. Customers who wish to retain copies of documents presented for filing will be asked to manually prepare two copies of each document (carbon paper will be made available). As case numbers and trial/hearing dates cannot be assigned manually, customers may be given copies of documents stamped “received” with the date and clerk’s initials included. Endorsed/filed copies will be mailed to the customers once power is restored and the information can be put into OCS. d. Manual receipts will be issued for payments received. <ol style="list-style-type: none"> 1. Receipt books are to be checked out from Accounting on Monday & checked in on Friday each week. 2. Supervisor will retain all receipt books in a locked area in her office until such time as they are actually needed. 3. Supervisor will e-mail Accounting, Attention Lynn Dunbar; copy Monica Hodge, if a manual receipt is issued other than during a power outage. 4. When manual receipts are issued, all filings/payments must be processed through the Open Court System upon return of power. If possible, this will be done by the close of business on the date of the outage. Alternatively, filings/payments will be processed not later than the following court business day.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: SMALL CLAIMS

Functional Area	Responsible Party	Action Plan
Area 2 Section 2C	Front Counter Staff And/or Designated 1 st Floor Cashier	a. If unable to meet customer's needs, a telephone message pad will be used to record: <ul style="list-style-type: none"> • Customer name • Phone # • Case # • Specific needs b. Customer will be contacted on following court business day.
Area 2 Section 2C	Back Office Staff	a. Man telephones. b. Perform manual projects.
Area 2 E-File Desk	E-File Clerk	a. New cases are accepted for filing at the beginning of each day. Processing of e-file claims will be suspended during power outage; however, staff will continue to man e-file help desk phone line.
Area 5 Section 5A	Designated Staff	a. 1 designated clerk from Small Claims will go to assist the Information Booth Clerk in responding to public inquiries. This clerk will also assist persons by getting any necessary forms, information, etc. for them and/or directing them to Room 100 for customer service.

ELK GROVE, GALT, & WALNUT GROVE POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: SOUTH SACRAMENTO

Functional Area	Responsible Party	Action Plan
All Facilities	All Staff	a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
All Facilities	Norm Blum	a. Inform Court Facilities and Branch Manager of power outage at any facility. b. Provide instructions to staff. c. Maintain on-going communications with Branch Manager and Court Facilities.
Elk Grove Area 1	Judicial Officer	a. Maintain usual procedures via natural light.
Galt and Walnut Grove Area 1	Judicial Officer	a. Relocate to chambers and continue case-by-case hearings. b. Maintain usual procedures.
Elk Grove Area 1	Courtroom Clerk	a. Maintain usual procedures via natural light.
Galt and Walnut Grove Area 1	Courtroom Clerk	a. Relocate to chambers and continue case-by-case hearings. b. Maintain usual procedures.

ELK GROVE POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: SOUTH SACRAMENTO

Functional Area	Responsible Party	Action Plan
Elk Grove Court Continued	CMJC SC/UD Manager Alternates Marcia Barclay Geri Bradford	c. The CMJC Small Claims/Unlawful Detainer Manager or one of two designated back-ups will check the drop box and notify the Sheriff’s Civil Division of any pending stay application. d. The CMJC SC/UD Manager or one of two designated back-ups will notify Elk Grove Court Staff of any pending stay application immediately upon opening the next court business day.
All Facilities	All Staff	a. Secure monies in Court safe in the event the daily deposit cannot be made.

Superior Court of California, County of Sacramento
Elk Grove Court
8978 Elk Grove Boulevard
Elk Grove, CA

In the event of a power outage at the Elk Grove Court which affects court operations during normal court business hours such that the court is closed, the following procedures will apply:

A. If you have completed the paperwork needed to apply for a stay of execution of a writ of possession that is scheduled to occur on the following court business day:

Deposit all completed paperwork in the external drop box at the Carol Miller Justice Center no later than 7:00 p.m. on the date of the power outage. Court personnel will notify the Sheriff's Department of the pending stay application and the eviction will be postponed for one court business day to allow the court to process the application. If the stay application is denied by the court, eviction will proceed one business day after it was originally scheduled.

B. If you wish to file an application for a stay order, but you do not have the forms or you need assistance in completing the paperwork:

You should address a note to the Elk Grove Court, Unlawful Detainer Unit which includes the name and telephone number of each person who wishes to apply for a stay and the property address. If you have your case number, please write that on your note, too. You must put this note in the external drop box at the Carol Miller Justice Center no later than 7:00 p.m. on the date of the power outage.

Court personnel will notify the Sheriff's Department of the pending stay application and the eviction will be postponed for one court business day to allow the court to process the application. A stay application **must** then be completed and filed **with the Elk Grove Court** on the first court business day after the power outage. If the stay application is denied by the court, the eviction process will proceed immediately.

**The Carol Miller Justice Center is located at 301 Bicentennial Circle, Sacramento, CA.
From South Sacramento and points south:**

Take either Highway 99 or Interstate 5 north. At the interchange with Highway 50, take Highway 50 eastbound (toward Lake Tahoe). Exit at the Howe Avenue/Power Inn Road exit. Turn right onto Power Inn Road and move immediately over into the left lane. Turn left onto eastbound Folsom Boulevard. Turn left at the next stoplight onto Bicentennial Circle. Follow Bicentennial Circle around to the parking lot entrance. The drop box is located to the left of the main entrance.

Attachment #1

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
All Areas	All Staff	a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
Area 1, Section 1A	Departments 81 and 82 Judicial Officers	a. Make public announcement regarding Power Outage Procedures. (See Page 6) b. Maintain usual procedures in Departments 81 and 82.
Area 1, Section 1A	Departments 81 & 82 Courtroom Clerks	a. Maintain usual procedures. b. Manual process will be used to set continuances and trials. c. 2 nd Courtroom Clerk will: <ul style="list-style-type: none"> • print out available court dates on a daily basis • update printout with customer name for each court date assignment; retain printout in a 3-ring binder until after all court dates on the printout have passed • have customer sign promise to appear • batch files pending data entry • data enter case events when power is restored or next court business day
Area 1, Section 1A	Department 83 Judicial Officer	a. Make public announcement regarding Power Outage Procedures. (See Page 7) b. Maintain usual procedures with exception of electronic case recording. If case proceeds, Judicial Officer will take notes of proceeding.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 1, Section 1A	Department 83 Courtroom Clerk	a. Maintain usual procedures. b. Manual processes will be used in lieu of electronic case recording and to continue trials. c. Courtroom Clerk will: <ul style="list-style-type: none"> • print out available court dates on a daily basis • update printout with customer name for each court date assignment; retain printout in a 3-ring binder until after all court dates on printout have passed
Area 1, Section 1A	District Attorney	a. The District Attorney will meet with clients in the main hallway.
Area 2, Section 2A Fines Room A	Area 2A Supervisor and Staff	a. Fines Room A, window 1 assigned to TVS Clerk; windows 2 and 3 assigned to accept payments only; windows 4,5,6 and 7 assigned to process paperwork only. b. Manual receipts will be issued for all payments – transactions must be rung in when power is restored or next court business day. c. Manual processes will be used to process all paperwork – events must be data entered when power is restored or next court business day. d. Upon completion of business with a customer at the fines window, the clerk will announce his/her availability to take the next customer for the particular task assigned that clerk. e. If power is not restored by close of business, each clerk will prepare manual clearings. (Refer to Accounting section of Power Outage Plan) f. If power is not restored by close of business, Supervisor will coordinate with appropriate staff to ensure civil assessments are not applied to transactions/events pending entry into the case management system.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
IN THE EVENT FINES ROOM STAFF RELOCATE		
Area 2, Section 2A Fines Room A (Relocate)	Area 2 Supervisor and Staff	<ol style="list-style-type: none"> a. TVS Clerk will remain in Fines Room A at window 1. b. Cashiers will remain in Fines Room A at windows 2 and 3. c. Supervisor will prepare window 11 at the TVS public counter in Room 100. d. Staff assigned to windows 4,5,6 and 7 will: <ul style="list-style-type: none"> • LOCK CASH DRAWER • transport all necessary documents in portable hanging files to window 11 in Room 100. e. Manual processes established for use in Fines Room A will be employed in Room 100. f. If power is not restored by close of business, each clerk will prepare manual clearings. (Refer to Accounting section of Power Outage Plan) g. If power is not restored by close of business, Supervisor will coordinate with appropriate staff to ensure civil assessments are not applied to transactions/events pending entry into the case management system. h. In the event Fines Room A must be closed, processes associated with windows 1,2 and 3 will either be relocated to Fines Room B or to window 11 at the TVS public counter in Room 100. Manual processes established for Fines Room A will be employed. Supervisor will call security to have cashiers escorted during relocation.
Area 2, Section 2A Fines Room A (Relocate)	Area 2 Alternate Designated Staff	<ol style="list-style-type: none"> a. Triage public in Fines Room A or Room 100.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 2, Section 2A Fines Room B	Assigned Fines Room B Clerk	<ul style="list-style-type: none"> a. Manual receipts will be issued for all payments – transactions must be rung in when power is restored or next court business day. b. Manual processes will be used to process all paperwork – events must be data entered when power is restored or next court business day. c. If power is not restored by close of business, manual clearings will be prepared. (Refer to Accounting section of Power Outage Plan) d. If power is not restored by close of business, Supervisor will coordinate with appropriate staff to ensure civil assessments are not applied to transactions/events pending entry into the case management system. e. In the event Fines Room B must be closed, processes will either be relocated to Fines Room A or to window 11 at the TVS public counter in Room 100. Manual processes established for Fines Room B will be employed. Supervisor will call security to have cashiers escorted during relocation.
Area 2, Section 2A Fines Room B	Designated TVS Staff for Area 2	<ul style="list-style-type: none"> • Refer to Traffic Violator School section of Power Outage Plan.
Area 3, Section 3A	Leadworker	<ul style="list-style-type: none"> a. Leadworker will remain in the functional area.
Area 3, Section 3A	Area 3 Supervisor (Alternate: Kevin Brown)	<ul style="list-style-type: none"> a. Post public notice regarding Power Outage Procedures/Services available. (See Pages 2-4) b. Make on-going public announcements regarding Power Outage Procedures/Services available. c. If power is not restored by close of business, Supervisor will coordinate with appropriate staff to ensure civil assessments are not applied to transactions/events pending entry into the case management system.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 3, Section 3A	Designated JSU Staff	<p>a. Two Greeters stationed at the lobby front doors to Triage customers will:</p> <ol style="list-style-type: none"> 1. Distribute public notice regarding Power Outage Procedures/Services available. 2. Direct customers to appropriate public service window. 3. Provide payment envelope to customers and advise them to write current date/time on the outside. 4. Encourage customers to use the external drop box. 5. Assure customers their documents will be processed as soon as the court resumes normal operations. 6. Advise customers using the drop box that exact cash; check, money order, etc., must accompany filings, if applicable. 7. Direct customers to the drop box. 8. Provide customers with Goldenrods as verification of their appearance and advising them to contact the court again within two days. 9. If unable to provide customer with Goldenrod, direct customer to a specified public service window for assistance. Window to be determined based upon space available at the time.
Area 3, Section 3A	Front Counter Staff	<p>a. Staff will provide instructions to the public and proceed with manual processes pursuant to established standard operational procedures currently in place:</p> <ul style="list-style-type: none"> • If customer has a current notice providing information regarding amount due, manual receipts will be issued – transactions must be rung in when power is restored or next court business day. • If customer has a current notice for a court appearance and the court date has not passed, manual court dates will be set (including court trials) - events must be data entered when power is restored or next court business day.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 3, Section 3A Continued	Front Counter Staff Continued	<ul style="list-style-type: none"> b. If power is not restored by close of business, manual clearings will be prepared. (Refer to Accounting section of Power Outage Plan) c. Provide customers with Goldenrods as verification of their appearance and as advisement to them of need to contact the court again within two days. d. If no customers are in the lobby, counter staff will assist with public service telephones.
Area 3, Section 3B	JSU Leadworker	<ul style="list-style-type: none"> a. Will remain in functional area.
Area 3, Section 3B	Judicial Support Staff (JSU)	<ul style="list-style-type: none"> a. Will perform manual projects as assigned by Supervisor or Leadworker. b. Will assist in other functional areas as assigned.
Area 3, Section 3B	PSU Leadworker	<ul style="list-style-type: none"> a. Will remain in functional area.
Area 3, Section 3B	Telephone Public Service (PSU)	<ul style="list-style-type: none"> a. Will continue to answer public telephone calls. b. Will use Public Service Announcement(s) to advise public of power outage, available services, and court procedures during outage. c. If customer can provide file number, will pull case file and assist customer as possible. d. JSU staff will assist in file pull.

Area 4, Section 4 – See Accounting Section of Power Outage Plan

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC

UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 5 Section 5A Stairwell Next to Room 140/141	Designated Emergency Staff for Area 5	a. If necessary, assist public and/or employees in stairwell. b. If necessary, obtain assistance from Sheriff’s deputies to assist with physically disabled customers. c. Advise employees to follow unit power outage plan(s).
Area 5 Section 5A Conf. Rm. 140/141	Designated Emergency Staff for Area 5	a. If necessary, assist employees to exit conference room. b. If necessary, assist employees who need to return to their work area. c. Advise employees to follow unit power outage plan(s). d. Advise personnel from outside agencies they may return on one (1) hour.
Area 5 Section 5B Kids’ Corner	Designated Emergency Staff for Area 5	a. A designated staff person from the JSU unit will be sent to assist with restrooms, etc. b. Advise employees to follow unit power outage plan(s).

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 5 Section 5C Public Cafeteria & Vendor Office	Designated Emergency Staff for Area 5	a. If necessary, obtain assistance from Sheriff's deputies to assist with physically disabled customers. b. Advise employees to follow unit power outage plan(s)
Area 5 Section 5C General Services Hallway Parking Control Custodial Services Court Storage Room & Loading Dock	Designated Emergency Staff for Area 5	a. If necessary due to insufficient lighting, assist employees who need to return to their work area. b. Advise employees to follow unit power outage plan(s).

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: TRAFFIC VIOLATOR SCHOOL**

Functional Area	Responsible Party	Action Plan
All Areas	All Staff	<p>a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.</p>
Area 3 Section 3A	TVS Supervisor and Designated TVS Staff For TVS public counter	<p>a. Staff will proceed with manual processes pursuant to established standard operational procedures currently in place.</p> <ul style="list-style-type: none"> • Manual receipts will be issued for all payments – transactions must be rung in when power is restored, or next court business day. • Manual processes will be used to process all paperwork – events must be data entered when power is restored, or next court business day. • If power is not restored by close of business, the clerk will prepare manual clearings. (See Accounting section of Power Outage Plan) • If power is not restored by close of business, Supervisor will coordinate with appropriate staff to ensure civil assessments are not applied to transactions/events pending entry into the case management system. • In the event TVS must relocate, manual processes will be employed. Supervisor will call Security to have cashiers escorted during relocation.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN - CONTINUE OPERATIONS TO PUBLIC
UNIT: UNLAWFUL DETAINER

Functional Area	Responsible Party	Action Plan
All Areas	All Staff	<ul style="list-style-type: none"> a. Turn off all electrical equipment. Personal computers should be turned off when power is lost. Wait at least 10 minutes after power is resumed to turn your computer back on. Servers and routers are supported by UPS (Uninterrupted Power Supply) devices. When power is lost, the UPS provides sufficient power for a safe shut down.
Area 1 Section 1A	Judicial Officer	<ul style="list-style-type: none"> a. Make public announcement regarding Power Outage Procedure. (See Page 8) b. Maintain usual procedures.
Area 1 Section 1A	Courtroom Clerk	<ul style="list-style-type: none"> a. Maintain usual procedures.
Area 3 Section 3A	U.D. Legal Advisors and Mediators	<ul style="list-style-type: none"> a. If the courts remain open on the 3rd floor, the Mediators will stay open. b. If the courts close, the Mediators will be released. c. The Advisors will relocate to Conference Room 140. (U.D. Public Service will relocate to Window 10 in Room 100 on the 1st floor.)
Area 2 Section 2B	Self-Help Center Clerk	<ul style="list-style-type: none"> a. The Self-Help Center Clerk will close center and relocate to Room 100 on the 1st floor to triage Unlawful Detainer customers.

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: UNLAWFUL DETAINER**

Functional Area	Responsible Party	Action Plan
Area 3 Section 3A	Counter Staff	<ul style="list-style-type: none"> a. U.D. Public Service will relocate to Window 10 in Room 100 on the 1st floor. b. Counter staff will make on-going public announcements regarding Power Outage Procedures. c. Manual receipts will be issued for payments received. <ul style="list-style-type: none"> 1. Receipt books are to be checked out from Accounting on Monday & checked in on Friday each week. 2. Supervisor will retain all receipt books in a locked area in her office until such time as they are actually needed. 3. Leads will e-mail Accounting, Attention Lynn Dunbar; copy Monica Hodge, if a manual receipt is issued other than during a power outage. 4. When manual receipts are issued, all filings/payments must be processed through the Open Court System upon return of power. If possible, this will be done by the close of business on the date of the outage. Alternatively, filings/payments will be processed not later than the following court business day. d. Will use manual clearings. (Refer to Accounting section of Power Outage Plan) e. When power is restored, or next court business day, run “X” Reports to verify cash/check on hand.
Area 3 Section 3A	Supervisor	<ul style="list-style-type: none"> a. Supervisor will remain in the functional area.
Area 3 Section 3A	Runner’s Room Staff	<ul style="list-style-type: none"> a. Relocate to windows 4 and 5 at the Small Claims front counter. b. Will use manual receipts. c. Will use manual clearings. (Refer to Accounting section of Power Outage Plan)

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – CONTINUE OPERATIONS TO PUBLIC
UNIT: UNLAWFUL DETAINDER

Functional Area	Responsible Party	Action Plan
Area 3 Section 3A	Back Office Staff	a. Maintain usual procedures.
Area 3 Section 3A	Designated Back Office Staff	a. 2 designated back office staff will pull files to assist public service clerk in Room 100.
Area 5 Section 5A	Designated Staff	a. 1 designated clerk from Unlawful Detainer will go to assist the Information Booth Clerk in responding to public inquiries.
Public Drop Box/Stay Apps	<p align="center">SC/UD Manager</p> <p>Alternates Marcia Barclay Geri Bradford</p>	<p>a. In the event of possible rotating power outages, the SSD Civil Division will serve a notice regarding what tenants who wish to seek a stay order are to do in the event of a power outage at CMJC when notices to vacate are served. (See attachment 1.)</p> <p>b. In the event a power outage results in court closure, the SC/UD Manager will check the public drop box after 7:00 p.m. for (1) completed paperwork needed to apply for a stay of execution of a writ of possession that is scheduled to occur on the following business day, OR (2) a note stating intent to file an application for a stay order on the first court business day after the power outage, but indicating the party(ies) need forms and/or assistance in completing paperwork; AND the name and telephone number of each person who wishes to apply for a stay; AND the property address. The Manager or designated alternate will notify the Sheriff's Civil Division of any pending stay application. (See attachment #1.)</p>

Superior Court of California, County of Sacramento
Carol Miller Justice Center, **Unlawful Detainer Unit**
301 Bicentennial Circle, Room 300
Sacramento, CA 95826
(916) 875-7746

In the event of a power outage at the Carol Miller Justice Center which affects court operations during normal court business hours such that the court is closed, the following procedures will apply:

C. If you have completed the paperwork needed to apply for a stay of execution of a writ of possession that is scheduled to occur on the following court business day:

Deposit all completed paperwork in the external drop box at the Carol Miller Justice Center no later than 7:00 p.m. on the date of the power outage. Court personnel will notify the Sheriff's Department of the pending stay application and the eviction will be postponed for one court business day to allow the court to process the application. If the stay application is denied by the court, eviction will proceed one business day after it was originally scheduled.

D. If you wish to file an application for a stay order, but you do not have the forms or you need assistance in completing the paperwork:

You should address a note to the Unlawful Detainer Unit which includes the name and telephone number of each person who wishes to apply for a stay and the property address. If you have your case number, please write that on your note, too. You must put this note in the external drop box at the Carol Miller Justice Center no later than 7:00 p.m. on the date of the power outage.

Court personnel will notify the Sheriff's Department of the pending stay application and the eviction will be postponed for one court business day to allow the court to process the application. A stay application **must** then be completed and filed on the first court business day after the power outage. If the stay application is denied by the court, the eviction process will proceed immediately.

Attachment #1

**CELL PHONE NUMBERS FOR SHERIFF'S CIVIL
UNIT: UNLAWFUL DETAINER**

NAME	NUMBER
Wanda Ferguson, Manager	717-2273
Donna Parker, Supervisor	606-2097
Lieutenant Jarvis	606-1783

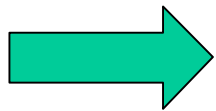
EMERGENCY

SIGNS

ELEVATOR EMERGENCY

(In case of power outage)

- Remain calm.
- The elevator will not fall down.
- Emergency lights will come on.
- The elevator has air.
- Follow emergency instructions #1 & #2.



1. Locate emergency telephone. Lift receiver. Phone will automatically dial to County Services.
2. ID yourself to the operator and tell elevator location:

**Carol Miller Justice Center
301 Bicentennial Circle
Elevator Number: 096834**

PUBLIC NOTICE

Potential Power Blackout Today



- Management recommends you **do not use the elevators**
- Use stairwell at southeast wing (past Room 100)
- In case of a blackout, take directions from Sheriff Deputies and Officers.

1st Floor Posting

PUBLIC NOTICE

Potential Power Blackout Today



- Management recommends you **do not use the elevators.**
- Use stairwell at southeast wing (past Room 230)
- In case of a blackout, take directions from Sheriff Deputies and Officers.

2nd Floor Posting

PUBLIC NOTICE

Potential Power Blackout Today



- Management recommends you **do not use the elevators.**
- Use stairwell at southeast wing (past Room 330)
- In case of a blackout, take directions from Sheriff Deputies and Officers.

3rd Floor Posting

Due to Blackout Elevator Out of Order

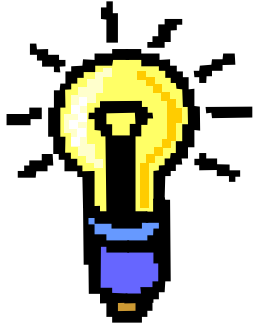
**STAIRWELL
LOCATED**



STAIRS

To 1st, 2nd, and 3rd Floors

SOUTHWEST WING



POWER BLACKOUT

ATTENTION PUBLIC:

In the event of a power blackout during your use of this public restroom, we recommend the following for Your safety:

- Due to limited lighting, the door of this restroom is to remain open to let light into this room.
- Please do not use a cigarette lighter or matches to try to obtain more light.

- Use caution while in the restroom and keep your child(ren) by your side.



**TEMPORARILY
OUT-OF-ORDER
DUE TO BLACKOUT**

EMERGENCY

PERSONNEL

CMJC Power Outage Emergency Phone Roster (Revised 07/01/02)

Name	Area	Work Pager #	Work Cell #	Work Phone #
Administration		NA	591-1866	875-7529
County Operator		NA	NA	875-6900
General Services		NA	NA	875-6221
Pacific Bell Emergency		NA	NA	9 - 911
Parking Control	CMJC	NA	NA	875-7660
Parking Control	Downtown	NA	NA	874-6227
Records Retention Center (RRC)		NA	NA	874-9358
Security	CMJC Control Room	NA	NA	875-7551
Security	CMJC Lobby	NA	NA	875-7436 & 875-7892
Dunbar, Lynn	Acctg	NA	NA	875-7482
Wanda Williams	Acctg	828-2714	NA	875-7640
Gillam, Doloris	Acctg	NA	NA	875-7781
Ashby, Maureen	Admin	828-0161	NA	875-7423
Cochrane, Joe (Pro Tem Coordinator)	Admin (Facilities Support)	NA	NA	875-7702
DeGuzman, Vicky (Facilities Coordinator)	Admin	828-2454	NA	875-7352
Kerrin, Judith	Admin	828-0888	947-4071	875-7621
Smith, Nita	Admin	NA	541-2157	875-7771
Schluter, Jane (Traffic Manager)	Admin	828-0575	NA	875-7357
Fox, Pete	ASO - POST	NA	NA	875-6445
Kubacky, Valerie	ASO - POST	NA	NA	875-7532
Castellanos, Esther (Also see South Sac)	Commissioner	NA	NA	875-7511 (CMJC #)
Foos, David	Commissioner	NA	NA	875-7442
Longaker, Christopher	Commissioner	NA	NA	875-7535
Thorbourne, Raoul	Commissioner	NA	NA	875-7718
Wong, Pat	Commissioner	NA	NA	875-7799
Huggins, Ross	DAs Office	NA	NA	875-7729
Curd, Vicki	Info booth	NA	NA	875-7864

CMJC Power Outage Emergency Phone Roster (Revised 07/01/02)

Name	Area	Work Pager #	Work Cell #	Work Phone #
Cook, Gladys	Interpreters	NA	NA	875-7457
Garden, Elinor (Downtown)	Interpreters Supv.	NA	NA	874-8203
Sarioberry, Maggie	Kids' Corner	NA	NA	875-7716
Williams, Laurie	SC – Kids' Corner Alt.	NA	NA	875-7433
Uno, Rick	SC Legal Advisory	NA	NA	875-7842
Courtroom Clerk Lead (Vacant)	SC/UD Ctrm Lead	828-7448	NA	875-7464
Ferrante, Janice	SC Courtroom Alt	NA	NA	875-7605
Southworth, Andrea	SC Courtroom Alt	NA	NA	875-7678
Bradford, GERALYN	SC Supervisor	828-3947	NA	875-7628
Hall, Beverly	Small Claims	NA	NA	875-7787
Mick, Angela	Small Claims	NA	NA	875-7433
Smith, Patsy	Small Claims	NA	NA	875-7515
Tapia, Erendira	Small Claims	NA	NA	875-7864
Polimeni, Lorina	Small Claims	NA	NA	875-7435
Ferguson, Wanda	Sheriff Civil - Mgr	NA	717-2273	
Parker, Donna	Sheriff's Civil Supvsr	NA	606-2097	
Jarvis, Lieutenant)	Sheriff's Civil	NA	606-1783	
Castellanos, Esther (Also see CMJC #)	South Sacto	NA	539-0848	875-7585
Blum, Norm	South Sacto	NA	NA	874-1994
Bronson, Karen	South Sacto	NA	NA	874-1994
Santiago, Tammy	South Sacto (Galt)	NA	NA	(209) 745-1577
Smith, Theresa	South Sacto (Galt)	NA	NA	(209) 745-1577
George, Sheila	South Sacto (W. Grove)	NA	NA	776-1416
Briones, Linda	South Sacto (UD)	NA	NA	874-1994
Petrota, Rose	South Sacto (UD)	NA	NA	874-1994
Keehley, Bette	Traffic - ASO	828-3784	NA	875-7460
Singh, Paul	Traffic - Ctrm Lead	828-3947	NA	875-7440
Martin, Carol	Traffic - Ctrm Alt	NA	NA	875-7555

CMJC Power Outage Emergency Phone Roster (Revised 07/01/02)

Name	Area	Work Pager #	Work Cell #	Work Phone #
Kwong, Martha	Traffic - Ctrm Alt	NA	NA	875-7776
Robles, Robert	Traffic - Lead	NA	NA	875-7455
Finch, Cheryl	Traffic - Lead	NA	NA	875-7481
Guerrero, Robert	Traffic - Lead	NA	NA	875-7338
Guilford, Jolane	Traffic - Lead	NA	NA	875-7509
Layugan, Judy	Traffic - Lead	NA	NA	875-4978
Maeda, Craig	Traffic - Lead	NA	NA	875-7332
Simpson, Janise	Traffic - Lead	NA	NA	875-7427
Paulson, Wanda	Traffic – School	NA	NA	875-7775
Brower, Brenda	Traffic – Supervisor	NA	NA	875-7520
Beltran, Jannet	Traffic – DC III	NA	NA	875-7429
Rodriguez, Frank	Traffic – DC III	NA	NA	875-7539
Leslie, Lenore	Traffic SHC	NA	NA	876-5131
Hunter, Martele	UD SHC	NA	NA	876-5132
Barclay, Marcia	UD - Supervisor	828-7718	719-4289	875-7533
Mocanu, Andrei	Unlawful Detainer	NA	NA	875-7754
Correale, Pacita	Unlawful Detainer	NA	NA	875-7838
Linnen, Michelle	Unlawful Detainer	NA	NA	875-7452
DeLaCruz, Linda	Unlawful Detainer	NA	NA	875-7746
Frazer, Sandra	Unlawful Detainer	NA	NA	875-7746
Jones, Ernie	Unlawful Detainer	NA	NA	875-7708
Lo, Nicole	Unlawful Detainer	NA	NA	875-7708

EMERGENCY PERSONNEL NAME BADGES



CAROL MILLER JUSTICE CENTER



EMERGENCY
COURT STAFF

Please Print Name



CAROL MILLER JUSTICE CENTER



EMERGENCY
COURT STAFF

Please Print Name



CMJC COURT STAFF WITH EMERGENCY NAME BADGES

*** Designated Person Responsible for Area Evacuation**

NAME - POSITION	AREA OF RESPONSIBILITY
Ashby, Maureen – Division Manager	CMJC Administration
Cochrane, Joe – Pro Tem Coord./Facil. Support	CMJC Administration
DeGuzman, Vicky – Facilities Analyst	CMJC Administration
Fox, Pete – ASO – POST	CMJC Administration
Kubacky, Valerie – ASO – POST	CMJC Administration
Smith, Nita – Admin. Secretary	CMJC Administration
Kerrin, Judi – Court Manager Floor Warden - Third Floor	First Floor: Area 5 – Section 5A: Information Booth Section 5B: Kids’ Corner Third Floor: Area 1 – SC/UD Courtrooms Area 2 – Small Claims Room 300; Public Areas Area 3 – Unlawful Detainer Room 320; Legal Advisory
Bradford, Geri – Small Claims Supervisor	Third Floor – Floor Warden Alternate
Curd, Vicky – Court Supervisor	Area 5, Section 5A – First Floor: Information Booth
Tapia, Erendira – DCIII	Area 5, Section 5A – First Floor: Information Booth - Small Claims
Polimeni, Lorina – DCIII	Area 5, Section 5A – First Floor: Info Booth - Small Claims Alternate
DeLaCruz, Linda – DCIII	Area 5, Section 5A – First Floor: Info Booth - Unlawful Detainer
Frazer, Sandra – DCIII	Area 5, Section 5A – First Floor: Info Booth – U.D. Alternate

CMJC COURT STAFF WITH EMERGENCY NAME BADGES

*** Designated Person Responsible for Area Evacuation**

NAME - POSITION	AREA OF RESPONSIBILITY
Saroiberry, Maggie – DCIII	Area 5, Section 5B – First Floor: Kids' Corner
Williams, Laurie – DCIII	Area 5, Section 5B – First Floor: Kids' Corner Alternate
*Vacant – Acting Courtroom Clerk Lead	Area 1, Sections 1A – 1D – Third Floor: Small Claims/Unlawful Detainer Courtrooms
Southworth, Andrea – Courtroom Clerk	Area 1, Sections 1A – 1D – Third Floor: SC/UD Courtrooms Alternate
Ferrante, Janice – Courtroom Clerk	Area 1, Sections 1A – 1D – Third Floor : SC/UD Courtrooms Alternate
*Hall, Beverly – DCIII	Area 2, Sections 2A – 2C – Third Floor: Small Claims Ops
Angela Mick – DCII	Area 2, Sections 2A – 2C – Third Floor: Small Claims Ops Alternate
Smith, Patsy – DCIII	Area 2, Sections 2A – 2C – Third Floor: Small Claims Ops Alternate
*Mocanu, Andrei – DCIII	Area 3, Section 3A – Third Floor: Unlawful Detainer Ops
Linnen, Michelle – DCIII	Area 3, Section 3A – Third Floor: Unlawful Detainer Ops Alternate
Correale, Pacita – DCIII	Area 3, Section 3A – Third Floor: Unlawful Detainer Ops Alternate
Jones, Ernie – DC III	Area 3, Section 3A – Designated UD File Clerk
Lo, Nicole – UD Temp	Area 3, Section 3A – Designated UD File Clerk

CMJC COURT STAFF WITH EMERGENCY NAME BADGES

*** Designated Person Responsible for Area Evacuation**

NAME - POSITION	AREA OF RESPONSIBILITY
Schluter, Jane – Traffic Manager Floor Warden – First Floor	First Floor: Area 1 – Traffic Courtrooms, chambers, restrooms, etc. Area 2 – Traffic Fines Rooms, ASP Area 3 – Traffic – Room 100 Area 4 – Accounting Area 5 – Information Booth & Kids’ Corner (Responsible only for evacuation of Area 5)
Keehley, Bette – ASO	First Floor – Floor Warden Alternate
*Singh, Paul – Traffic Lead Courtroom Clerk	Area 1, Sections 1A – 1C – First Floor: Traffic Courtrooms
Carol Martin – Traffic Courtroom Clerk	Area 1, Sections 1A – 1C – First Floor: Traffic Courtrooms Alternate
Martha Kwong – Traffic Courtroom Clerk	Area 1, Sections 1A – 1C – First Floor: Traffic Courtrooms Alternate
*Simpson, Janise – Traffic Leadworker	Area 2, Sections 2A – 2C – First Floor: Traffic Fines Rooms, ASP
Jannet Beltran – DC III	Area 2, Sections 2A – 2C – First Floor: Traffic Fines Rooms, ASP Alt.
Layugan, Judy – Traffic Leadworker	Area 2, Sections 2A – 2C – First Floor: Traffic Fines Rooms, ASP Alt
*Paulson, Wanda – TVS Supervisor	Area 2 – TVS Areas 1 & 2 – First Floor
Simpson, Janise – Traffic Leadworker	Area 2 – TVS Areas 1 & 2 – First Floor - Alternate
*Robles, Robert – Traffic Leadworker	Area 3, Sections 3A – 3C – First Floor: Traffic – Room 100
Guilford, Jolane – Traffic Leadworker	Area 3, Sections 3A – 3C – First Floor: Traffic – Room 100 Alternate

CMJC COURT STAFF WITH EMERGENCY NAME BADGES

* Designated Person Responsible for Area Evacuation

NAME - POSITION	AREA OF RESPONSIBILITY
Maeda, Craig – Traffic Leadworker	Area 3, Sections 3A – 3C – First Floor: Traffic – Room 100 Alternate
Rodriguez, Frank – DC III	Area 3, Sections 3A – 3C – First Floor: Traffic – Room 100 Alternate
* Dunbar, Lynn – Accounting Technician	Area 4, Section 4A – First Floor: Accounting Room 120
Williams, Wanda – Accounting Supervisor	Area 4, Section 4A – First Floor: Accounting Room 120 Alternate
Gillam, Doloris – Account Clerk II	Area 4, Section 4A – First Floor: Accounting Room 120 Alternate
* Guerrero, Robert – Traffic Leadworker	Area 5, Sections 5A – 5C – First Floor: Stairwell; Conf. Room 140/141; Kids' Corner; Public Cafeteria; GS Hallway, offices & storage
Brower, Brenda – Traffic Supervisor	Area 5, Sections 5A – 5C – First Floor - Alternate
Finch, Cheryl – Traffic Leadworker	Area 5, Sections 5A – 5C – First Floor - Alternate
* Blum, Norm – South Sac	All South Sac Courts
Bronson, Karen	All South Sac Courts Alternate
Santiago, Tammy or Smith, Theresa (Alternate)	Galt Court
George, Sheila	Walnut Grove Court
Briones, Linda or Petrotta, Rose (Alternate)	Elk Grove Court (Unlawful Detainer