




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

POWER OUTAGE

EMERGENCY PLAN

SUSPEND 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.

COURTROOM

SCRIPTS

The Carol Miller Justice Center is experiencing a temporary power outage. You have been given instructions by court staff. If you have any questions regarding this outage or the instructions, please call

875-7800

The court will continue your appearance date. You will be notified by mail of the new date and time. If the address on your case is incorrect, please call the above number to speak to a clerk to make appropriate corrections.

The Carol Miller Justice Center is experiencing a temporary power outage. You have been given instructions by court staff. If you have any questions regarding this outage or the instructions, please call

875-7550

The court will contact you by mail regarding your sentence and any documents you are required to complete and return. If we have an incorrect mailing address for you, call the above number to speak to a clerk to make the appropriate corrections.

If you were ordered to install an Interlock Ignition Device, you must return to the court to complete the documents within 5 days.

POWER OUTAGE CONTINUANCE FORM

By signing below I promise to appear on the date and time sent to me by the court. My failure to appear as scheduled may result in an increase in my bail, a warrant being issued for my arrest, a civil assessment being imposed and/or a hold being placed on my driver's license.

If the date I receive in the mail is not convenient, I understand I may appear and request one continuance.

PRINT NAME	SIGNATURE	ADDRESS	PHONE No.

DESIGNATED UNIT

AREAS & STAFF

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

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 –SUSPEND OPERATIONS TO PUBLIC
UNIT: INTERPRETER

Position	DESIGNATED PERSON	PHONE #	ALTERNATE	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 875-7435
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 Saroi berry	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**
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 4B: Accounting Public Counter
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 Rodroquez	875-7509 875-7332 875-7539
Area 4 (SE)	Lynn Dunbar	875-7481	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 - SUSPEND OPERATIONS TO PUBLIC
UNIT: TRAFFIC VIOLATOR SCHOOL

Position	DESIGNATED PERSON	PHONE #	ALTERNATE	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 – SUSPEND OPERATIONS TO PUBLIC

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

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 4, Section 4A	Designated Emergency Staff For Area 4	a. Direct staff regarding transactions and cash drawer. b. Direct staff regarding end of day procedures, if necessary.
Area 4 Section 4A	All Staff	a. Secure deposits and Front Counter drawer. b. Vital Check machine will continue to function when power resumes. c. If advanced warning is given, the DES will run a BFA510 report. d. DES will assign 4 staff members to assist at the Front Counter. e. Cash Bags will be counted as submitted by cashiers, check off log sheet. f. Daily Cashier Clearings – verify and count Cash, confirm check count (# of checks turned in). g. Seal “HOLD” envelope until next day or when power resumes. h. Secure the safe. i. All other staff will follow instructions, as provided. j. Report to Room 100 breakroom for further assignments/instructions.

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

Functional Area	Responsible Party	Action Plan
CMJC	Division 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 – SUSPEND OPERATIONS TO PUBLIC
UNIT: INFORMATION BOOTH

Functional Area	Responsible Party	Action Plan
Area 5A Information Booth	Information Booth Clerk and Designated Staff	<ul style="list-style-type: none"> b. 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	Information Booth Clerk and Designated Staff	<ul style="list-style-type: none"> 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. b. The 1st and 3rd floor operations (Traffic, Small Claims & Unlawful Detainer) should each send an additional 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. c. Encourage customers to use the external drop box. d. Assure customers their documents will be processed as soon as the court resumes normal operations. e. Provide customers with an envelope and advise them to write current date/time on the outside. f. Advise customers using the drop box that exact cash, check or fee waiver must accompany filings, if a fee is applicable. g. Direct customers to the drop box. h. SEE NOTE ON FOLLOWING PAGE

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – SUSPEND OPERATIONS TO PUBLIC
UNIT: INFORMATION BOOTH**

Functional Area	Responsible Party	Action Plan
1 st floor Continued	Information Booth Clerk and Designated Staff Continued	<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 – SUSPEND 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	f. 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 - SUSPEND OPERATIONS TO PUBLIC
UNIT: KIDS' CORNER

Functional Area	Responsible Party	Action Plan
Area 5B Kids' Corner	Kids' Corner Staff	c. 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 & Designated Ops Staff	a. Staff will advise customers to immediately pick up their children from the child care center. b. The center will remain open for children already there until all of them have been picked up. c. No additional children will be taken in during any emergency situation.

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

Functional Area	Responsible Party	Action Plan
ALL AREAS	All Staff	<p>d. 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 2 Sections 2A 2B 2C	Designated Emergency Person	<p>c. Direct customers in the lobby and the UD Self-Help Center to the stairwell located to the left of the legal advisor's office. Advise customers to immediately pick up children in Kids Corner. Advise customers to exit the building.</p> <p>d. Obtain assistance from sheriff's deputies to assist physically disabled customers down the stairwell to the 1st floor traffic lobby.</p> <p>e. Check all hallways and restrooms to ensure that customers have left the floor.</p> <p>f. Notify control if s/he becomes aware that anyone is in the elevator.</p> <p>g. Return to the unit and report to Supervisor.</p>
Area 2 Sections 2A 2B 2C	Supervisor	<p>a. Close and lock lobby doors.</p> <p>b. Check that all other doors leading into the unit are securely closed and locked.</p> <p>c. Gather staff in the unit lobby area to ensure everyone is accounted for.</p> <p>d. Ensure that the Emergency Staff Person has returned to the unit.</p> <p>e. Assist in locating any missing staff.</p> <p>f. Assign staff such duties and tasks as can be accomplished without a computer.</p>

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

Functional Area	Responsible Party	Action Plan
Area 2 Sections 2A 2B 2C	Supervisor Continued	g. Assign manual work projects and/or assign additional staff to man telephones. h. Ensure that the phones continue to be answered. i. Enlist staff to attempt to notify parties by phone of court continuances. j. Remain available in the unit to answer staff concerns, questions, etc. WHEN POWER IS RESTORED: a. Oversee smooth transition to return to work. b. Ensure that the front counter is staffed and the doors are opened for public access. c. Ensure that all staff return to their normal workstations. d. Make any adjustments necessary to make cash registers function properly.
Area 2 Sections 2A 2B 2C	All Other Staff	a. Lock cash drawers. b. Report to the Small Claims lobby area to obtain further instructions and/or work assignments. WHEN POWER IS RESTORED: a. Return to normal duties at usual workstations.
1 st floor	Manager	Report to Emergency Command Center.

SMALL CLAIMS OPERATIONS EMERGENCY BOX

1. Battery operated calculators	8. Highlighter markers
2. Battery operated clock	9. Legal size envelopes
3. Clerical stamps (include certified filed/endorsed stamps)	10. Letter opener
4. Envelopes identified as being for unlawful detainer	11. Local Rules
5. Five in one unannotated code book	12. Paper clips
6. Flashlight	13. Paper tablets
7. Forms:	14. Pens
• Plaintiff's Claim and Order to Defendant forms	15. Post-it notes
• Defendant's Claim and Order to Plaintiff forms	16. Manual receipt books (checked out from Accounting)
• Notice of Filing Notice of Appeal forms	17. Scissors
• Motion to Vacate forms	18. Staples
• Continuance forms	19. Staple remover
• Fee Waiver applications	20. Staplers
• Writ of Execution forms	21. Tape
• Abstract of Judgment forms	22. Tape dispenser
• Memorandum of Costs form	23. Two-hole punch
• Acknowledgement of Satisfaction of Judgment forms	24. White out

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

Functional Area	Responsible Party	Action Plan
Area 1, Sections 1A 1B	All Staff	e. 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, Sections 1A 1B	All Courtroom Clerks	a. If possible, the clerks will remain in their respective departments and complete any case in progress. b. Complete any cases where parties have reached a stipulated agreement. c. All other cases for that half-day block of time will be reset and notices will be sent by the court. d. Make public announcement that children must be picked up from the Children’s Room as soon as possible. e. Gather all dispo sheets & pro tem stipulations; staple together and take to Small Claims Operations Supervisor to be reset when power is restored. f. Assist in relocating the public. g. Report to Lead Courtroom Clerk.
Area 1, Sections 1A 1B 1C 1D	Lead Clerk	a. Account for all Courtroom Clerks. b. Ensure that all mediating parties are evacuated. WHEN POWER IS RESTORED: a. Account for all returning Courtroom Clerks.

**CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – SUSPEND OPERATIONS TO PUBLIC
UNIT: SMALL CLAIMS COURTROOMS**

SMALL CLAIMS COURTROOM EMERGENCY SUPPLIES

1. Pens	16. Court seal
2. 2001 calendar	17. "Filed/Endorsed" stamp
3. Staple remover	18. Date stamp
4. Stapler	19. Two-hole punch
5. Staples	20. Acco fasteners
6. Kleenex	21. Scratch pads
7. Paper clips	22. Post-it notes
8. Medium binder clips	23. Rubber fingers
9. Scotch tape holder	24. Highlighter pens
10. Scotch tape	25. Two pads of paper
11. Scissors	26. Manila folders
12. Correction tape/white out	27. Variety of mailing envelopes
13. Stamp pad	28. Disposition worksheets
14. Black ink	29. Stipulation to pro tem forms
15. "Cancelled" stamp	30. Wire basket

**ELK GROVE, GALT, & WALNUT GROVE POWER OUTAGE PLAN – SUSPEND 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 Back-ups Marcia Barclay Pete Fox	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 pages 4 & 5) 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 pages 4 & 5) 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 – SUSPEND OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 1, Sections 1A 1B 1C	Designated Emergency Staff For Area 1	<ul style="list-style-type: none"> a. Ensure courtrooms are evacuated. b. Ensure the courtroom doors are locked and signage posted. c. Check secured hallway. d. Account for all employees.
Area 1, Section 1A	Courtroom Clerks	<ul style="list-style-type: none"> a. Ensure public announcement has been made citing return criteria and advise defendants to pick up children at Kids' Corner. b. Direct public to exit the building. c. Lock and post signage on door. d. Retain all files in courtroom. e. Advise Emergency Staff of any need for special assistance. f. Report to Department 84 for further instructions.
Area 1, Section 1A	Support Clerks	<ul style="list-style-type: none"> a. Complete transaction with current customer(s). b. Assist Courtroom Clerks with above tasks, as needed. c. Report to Department 84 for further instructions.

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

Functional Area	Responsible Party	Action Plan
Area 2, Sections 2A 2B 2C	Designated Emergency Staff For Area 2	<ul style="list-style-type: none"> a. Direct customers to exit the building and advise them to pick up children at Kids' Corner. b. Advise customers to return in one (1) hour. c. Obtain assistance from sheriff's deputies to assist with physically disabled or uncooperative customers. d. Secure Fines Rooms A and B. e. Check Sections 2B and 2C.
Area 2, Section 2A Fine Rooms A and B	Fines Rooms Clerks	<ul style="list-style-type: none"> a. See Following Page – Fines Room A Procedures b. Lock cash drawer. c. Report to Room 100 breakroom.
Area 2, Section 2B Conf. Rooms between 81/82 and 83/84	Designated Area 2 Staff	<ul style="list-style-type: none"> a. Secure Supervisor offices: (FB1 and FB2) b. Assist Traffic school clerks if needed. c. Lock cash drawer. d. Clear hallways exiting the fines room. e. Report to Room 100 breakroom.
Area 2, Section 2C ASP Office	Designated Area 2 Staff	<ul style="list-style-type: none"> a. Secure ASP office

POWER OUTAGE PROCEDURE – FINES ROOM A

Background

During temporary power outages at CMJC the immediate needs of the customer must be met in keeping with the goal to quickly and timely evacuate the building.

Defendants who have been sentenced and are awaiting completion of disposition documents wait in the Fines Room to be assisted.

Because sentences have been imposed on these cases it is desirable to complete the dispositions prior to the defendant's leaving the building.

Fines Room A

The following procedure will be followed in Fines Room A to process the sentenced defendants

Step	Action
1	Staff will complete transactions with all customers at windows.
2	Emergency Staff Person will advise all other defendants waiting in the Fines Room to wait until Department 81 courtroom is cleared then to move into D-81 to complete disposition transactions.
3	Fines Room Leadworker or designated staff person will transport the Emergency Process Kit to D-81 and set up stations in the courtroom for document completion
4	Additional staff from JSU will be advised to report to D-81 to assist in the disposition of pending cases.
5	Fines Room Leadworker will usher the defendants into D-81 and seat them in the first rows of the audience.
6	Staff members will call individuals to complete disposition documents and leave the building.
7	When all sentenced defendants have been processed, staff will go to Room 100 breakroom for further instructions.

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

Functional Area	Responsible Party	Action Plan
Area 3, Sections 3A 3B 3C	Designated Emergency Staff For Area 3	<ul style="list-style-type: none"> g. Direct customers in the Traffic lobby to exit the building and advise them to pick up children at Kids' Corner. h. Advise customers to return in one (1) hour. i. Obtain assistance from sheriff's deputies to assist with physically disabled or uncooperative customers. j. Lock lobby doors and post signage. k. Check Elevators. l. Check Sections 3B and 3C.
Area 3, Section 3A Public Service Counter Self-Help Center	Cashiers Self-Help Center Clerk	<ul style="list-style-type: none"> a. Complete transaction with customer at window. b. Lock cash drawer. c. If phones are working, remain at workstation and assist with public calls. d. If phones do not work, report to breakroom.
Area 3, Section 3B	Non Public Service Staff	<ul style="list-style-type: none"> a. If inside the building, report to Room 100 breakroom for further assignments or instructions. b. If outside the building and unable to re-enter, wait in the front area of the building until able to enter or until other instructions are received.

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN - SUSPEND OPERATIONS TO PUBLIC
UNIT: TRAFFIC

Functional Area	Responsible Party	Action Plan
Area 3, Section 3A	Public Service Staff	a. Check in with Designated Emergency Staff to determine timeframe for power outage.
Area 4	Accounting Staff	SEE ACCOUNTING SECTION OF POWER OUTAGE PLAN
Area 5, Section 5A Stairwell (next to Rm. 140/141)	Designated Emergency Staff For Area 5	a. Access the stairwell next to Conference Room 140/141. b. Assist/direct the public to exit the building. c. Advise customers to return in one (1) hour. d. Obtain assistance from Sheriff's deputies to assist with physically disabled or uncooperative customers. e. Advise employees to follow unit power outage plan(s). f. If necessary, assist employees in returning up the stairwell to Small Claims/UD/BFS. g. Advise Public re: Kids' Corner.
Area 5, Section 5A Conf Rm 140/141	Designated Emergency Staff For Area 5	a. Assist/clear employees from the conference room. b. Advise employees to follow unit power outage plans. c. If necessary, assist employees who need to return to their work area. d. Advise personnel from outside agencies they may return in one (1) hour.
Area 5, Section 5B Kids' Corner	Designated Emergency Staff For Area 5	a. Advise employees to follow their unit power outage plan(s). b. If necessary, assist/direct the public to exit the building. c. If necessary, advise adult customers to return in one (1) hour. <i>Note: Judicial Officer(s) will make an announcement in court regarding picking up children at the Kids' Corner</i>

CAROL MILLER JUSTICE CENTER POWER OUTAGE PLAN – SUSPEND 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	<ul style="list-style-type: none"> a. Assist/direct the public to exit the building. b. Advise the public re: Kids' Corner. c. Advise customers to return in one (1) hour. d. Obtain assistance from Sheriff's deputies to assist physically disabled or uncooperative customers. e. Advise employees to follow unit power outage plan(s).
Area 5, Section 5c (continued) General Services Hallway Parking Control Custodial Services Storage Room & Loading Dock	Designated Emergency Staff For Area 5	<ul style="list-style-type: none"> a. Advise employees to follow their unit power outage plans. b. If necessary, assist employees who need to return to their work area.

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

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 3 Section 3A	Designated Staff for Area 2A Designated Counter Staff (Rotated)	a. Complete transaction with customer at window. b. Lock cash drawer. c. Report to Room 100 breakroom.

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

Functional Area	Responsible Party	Action Plan
ALL AREAS	All Staff	<p>f. 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>
<p>Area 3 Sections 1D 3A</p>	<p>Emergency Staff Person</p>	<p>a. Direct customers in the lobby to the stairwell located to the left of the legal advisor’s office. Advise customers to pick up children in Kids Corner. Advise customers to exit the building. b. Stand near the 3rd floor stairwell door by Legal Advisory to ensure people exit the floor correctly and do not sound fire alarm. c. Obtain assistance from sheriff’s deputies to assist physically disabled customers down the stairwell. d. Notify the Legal Advisors and Mediators that the Power Outage Plan is in effect. e. Return to the unit and report to the Supervisor.</p>
<p>Area 3 Section 3A</p>	<p>Supervisor</p>	<p>a. Evacuate any Runners in Room 320. b. Close and lock the lobby door. c. Check that all other doors leading into the unit are securely closed and locked. d. Gather all staff in the unit lobby area to ensure everyone is accounted for.</p>

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

Functional Area	Responsible Party	Action Plan
Area 3 Section 3A	Supervisor Continued	<p>e. Ensure that the Emergency Staff Person has returned to the unit. f. Assist in locating any missing staff. g. Assign staff such duties and tasks as can be accomplished without a computer. h. Assign manual work projects and/or assign additional staff to man telephones. i. Enlist staff to attempt to notify parties by phone of court continuances. j. Ensure that the phones continue to be answered. k. Remain available in the unit to answer staff concerns, questions, etc.</p> <p>WHEN POWER IS RESTORED:</p> <p>a. Oversee smooth transition to return to work. b. Ensure that the front counter is staffed and the doors are opened for public access. c. Ensure that all staff return to their normal workstations d. Make any adjustments necessary to make cash registers function properly.</p>
Area 3 Section 3A	All Other Staff	<p>a. Report to Lobby in Room 320 for further instructions and/or work assignments.</p> <p>WHEN POWER IS RESTORED:</p> <p>a. Report to the Unlawful Detainer lobby area to obtain further instructions and/or work assignments. b. Return to normal duties at normal workstations.</p>

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

Functional Area	Responsible Party	Action Plan
Area 2 Section 2B	Self-Help Center Specialist	<ul style="list-style-type: none"> a. Direct customers in the Self-Help Center to the stairwell located to the left of the legal advisor's office. Advise customers to pick up children in Kids Corner. Advise customers to exit building. b. Report to the Supervisor for further instructions and/or work assignments.
1 st Floor	Manager	<ul style="list-style-type: none"> a. Report to Emergency Command Center.
Public Drop Box/Stay Apps	Manager Alternate Marcia Barclay Geri Bradford	<ul style="list-style-type: none"> 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.) 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.)

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

UNLAWFUL DETAINER EMERGENCY BOX

1. Battery operated calculators	11. Local Rules
2. Battery operated clock	12. Paper clips
3. Clerical stamps (including filed/endorsed stamps)	13. Paper tablets
4. Envelopes identified as being for Unlawful Detainer	14. Pens
5. Five in one unannotated code book	15. Post-it notes
6. Flashlight	16. Receipt books (to be checked out from Accounting)
7. Forms:	17. Scissors
• Answer packets	18. Staples
• Complaint packets	19. Staple remover
• Default/clerk's judgment & writ packet	20. Stapler
• Fee Waiver applications	21. Tape
• Memo to Set forms	22. Tape dispenser
8. Highlighter markers	23. Two-hole punch
9. Legal size envelopes	24. White out
10. Letter opener	25. Cash box

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

Functional Area	Responsible Party	Action Plan
Area 1 Section 1A	Courtroom Clerk	<p>a. Make public announcement that children must be picked up from the Children’s Room as soon as possible.</p> <p>b. Announce that parties who can reach a stipulated settlement should report to Dept. 83/84. (Department to be determined by Manager.)</p> <p>c. In the event that one party has not appeared for trial, the appearing party will be advised to report to Dept. 83/84. (Department to be determined by Manager.)</p> <p>d. The clerk will remain in the department and complete any pending case.</p> <p>e. Provide parties with new date/time of trial prior to leaving.</p> <p>WHEN POWER IS RESTORED</p> <p>a. Gather all documentation, emergency box and other items taken to reassigned department and return to usual work area.</p> <p>b. Resume normal operations.</p>
Area 1 Section 1A	Lead Clerk	<p>a. Account for U.D. Courtroom Clerk.</p> <p>b. Ensure that all mediating parties are evacuated.</p> <p>c. Report to Department 83 or 84 to process stipulated settlements and/or defaults.</p> <p>WHEN POWER IS RESTORED:</p> <p>a. Assist clerk in transferring cases and parties to the 3rd floor to resume normal operations.</p> <p>b. Account for returning Court Clerk.</p>

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

UNLAWFUL DETAINER COURTROOM EMERGENCY SUPPLIES

1. Pens	17. "Filed/Endorsed" stamp
2. 2001 calendar	18. Date stamp
3. Staple remover	19. Two-hole punch
4. Stapler	20. Acco fasteners
5. Staples	21. Scratch pads
6. Kleenex	22. Post-it notes
7. Paper clips	23. Rubber fingers
8. Medium binder clips	24. Highlighter pens
9. Scotch tape holder	25. Two pads of paper
10. Scotch tape	26. Manila folders
11. Scissors	27. Variety of mailing envelopes
12. Correction tape/white out	28. Minute Orders
13. Stamp pad	29. Stipulation to Pro Tem forms
14. Black ink	30. Judicial officer stamp
15. Wire basket	40. Clerk stamp
16. Court seal	

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.

CELL PHONE NUMBERS FOR SHERIFF'S CIVIL

NAME	NUMBER
WANDA FERGUSON, MANAGER	717-2273
Donna Parker, Supervisor	606-2097
Lieutenant Jarvis	606-1783

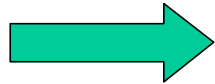
EMERGENCY

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.

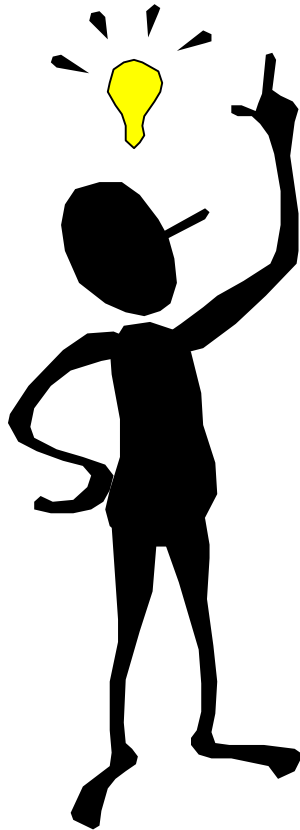


1. Locate emergency telephone. Lift receiver. Phone will automatically dial to County Services.
2. ID yourself to the operator and tell elevator location:

**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

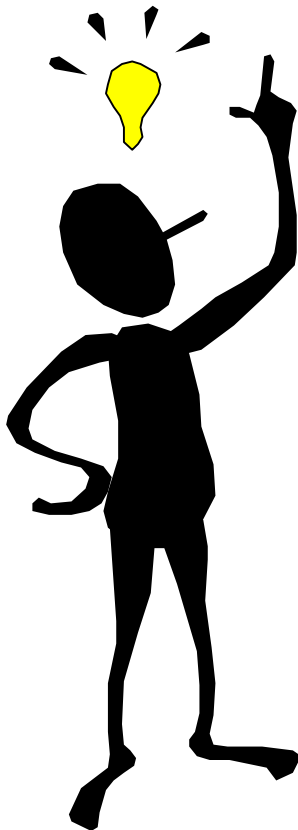


- Management recommends you **do not use the elevators.**
- Use stairwell at southeast wing (past Room 230)
- In case of a blackout, take directions from Sheriff Deputies and Officers.

2nd Floor Posting

PUBLIC NOTICE

Potential Power Blackout Today

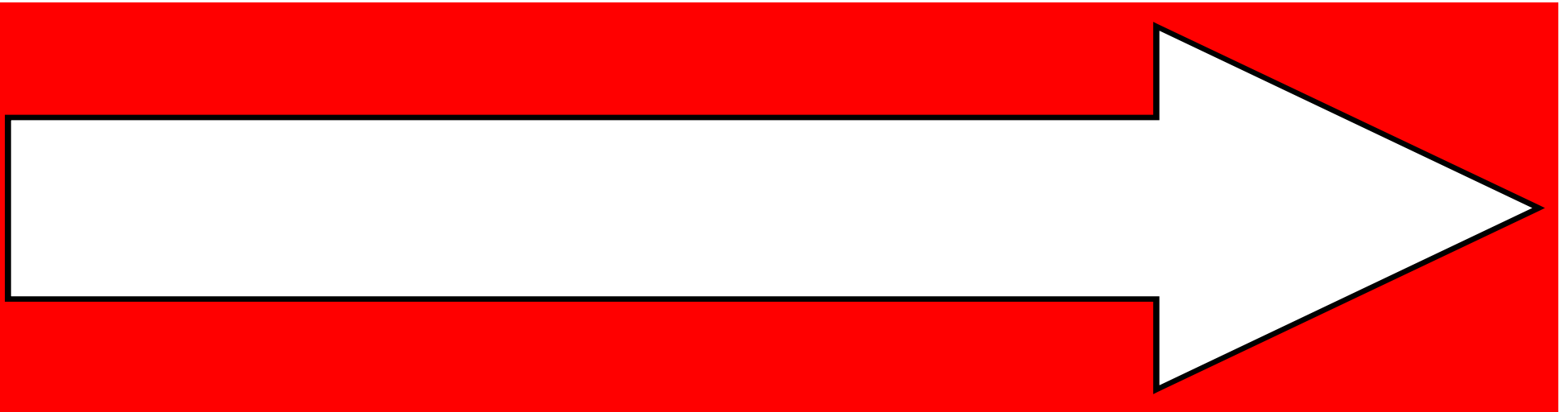


- Management recommends you **do not use the elevators.**
- Use stairwell at southeast wing (past Room 230)
- In case of a blackout, take directions from Sheriff Deputies and Officers.

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
Petrotta, 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

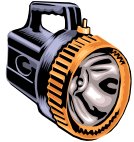
Martin, Carol	Traffic - Ctrm Alt	NA	NA	875-7555
CMJC Power Outage Emergency Phone Roster (Revised 07/01/02)				
Name	Area	Work Pager #	Work Cell #	Work Phone #
Kwong, Martha	Traffic - Ctrm Alt	NA	NA	875-7776
Robles, Robert	Traffic - Lead	NA	NA	875-7455
Finch, Cheryl	Traffic - Lead	NA	NA	875-7481
Guerrero, 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

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EMERGENCY PERSONNEL NAME BADGES



CAROL MILLER JUSTICE CENTER

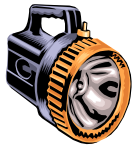


**EMERGENCY
COURT STAFF**

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
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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