

# **DOCUMENT DROP BOX PLUMAS SUPERIOR COURT ONLY**

**Available  
Monday to Friday 3:00 p.m. to 4:00  
p.m.**

- **Documents placed in the drop box prior to 4:00 p.m. will be filed as of that date.**
- **All documents and payments must include a case number.**
- **Secure all documents and checks by either stapling together or submitting in an envelope.**
- **Do not place cash in the drop box. The Court is not responsible for any cash payments.**