

## ROUTE GUIDELINES

**Wheels of Justice** is happy to extend the convenience of a Court Services Route to qualifying clients. This is a great way for your firm to contain the costs normally incurred by routine matters. Your documents will be picked up at a prearranged time on a daily basis and completed the same day. The courts and agencies covered by this service include:

- San Francisco Superior Court - Civil, Family Law, Probate
- California State Court of Appeals – First Appellate District
- California State Supreme Court
- San Francisco Rent Stabilization and Arbitration Board
- United States Bankruptcy Court - San Francisco Division
- United States District Court - San Francisco Division
- California State Public Utilities Commission
- 9<sup>th</sup> Circuit Court of Appeals
- San Francisco County Recorder
- San Francisco County Sheriff
- California Secretary of State – San Francisco

If your submission is time sensitive or requires particular attention please call it in separately. If you have any questions, please feel free to call. Keep in mind that we have staff available at all times for any of your court or process needs - across the bay or across the nation.

## WHAT IS NOT COVERED ON THE ROUTE

- Service of process. This includes opposing counsel deliveries.
- Urgent or time sensitive matters.
- Research or copy work.
- Courts not included on the list above.
- Tasks that will require more than 20 minutes of exclusive attention.
- Items that are not ready when our runner arrives.

Requests that are picked up on the route, but exceed the limitations as set above will be removed from the route and completed separately.

Routes are offered to clients that utilize **Wheels of Justice** as their primary Attorney Service. Litigation is expensive and the utilization of this resource for your routine procedural matters can help defray costs. Routes are in no way intended or offered as a substitute for all of your support needs. We always have staff available to handle your process and rush requests.