



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: TRAFFIC COURT CITATION
LOCATION CHANGE**

DATE: January 14, 2023

Bulletin #2023-002

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

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

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

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

A handwritten signature in black ink, appearing to read "A. Mata".

Anthony Mata
Chief of Police

AM:SD:JP

Attachment 1: E-Cite Updated Court Location

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

Attachment 1: E-Cite Updated Court Location

The screenshot displays a mobile application interface for entering citation information. At the top, there is a toolbar with icons for deleting, saving, scanning a barcode, taking a photo, signing, erasing, and printing. Below the toolbar is a form with several fields: 'Safe', 'Radar or ?', and '#'. A section titled 'LOCATION' contains fields for 'Dir. Of Travel', 'Addr. #', and 'Direction'. Below these is a 'Street Name' field. A dropdown menu is open, showing a list of court locations. The menu has a back arrow on the left and a close 'X' button on the right. The list includes: 'South County Traffic/Superior Court', 'Criminal Superior Court', 'Family Justice Center Court', 'Juvenile Misd. Court', 'Fremont Hall of Justice', 'Criminal/Traffic Division San Benito County', and 'Traffic Court'. Below the dropdown, there is a 'SIGNATURE' section with a line for a signature and a line for a date.

Safe	Radar or ?	#
LOCATION		
Dir. Of Travel	Addr. #	Direction
Street Name		
Court		
South County Traffic/Superior Court		
Criminal Superior Court		
Family Justice Center Court		
Juvenile Misd. Court		
Fremont Hall of Justice		
Criminal/Traffic Division San Benito County		
Traffic Court		
on information and belief.		
SIGNATURE		

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

**Superior Court of California
County of Santa Clara**

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

December 28, 2022



REBECCA FLEMING
Chief Executive Officer

CRIMINAL AND TRAFFIC DIVISION

To: All Law Enforcement Agencies, Department of Correction
From: Sanda Tun, Court Manager, Criminal and Traffic Division
Re: Changes to Traffic Court Operations

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

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

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

Clerk's Office (Hours of Operation)

Monday – Thursday: 8:30am to 3:00pm

Friday: 8:30am to noon