

Superior Court of California, County of Contra Costa

MARTINEZ
725 COURT STREET, RM. 127
MARTINEZ, CA 94553

PITTSBURG
1000 CENTER DRIVE
PITTSBURG, CA 94565

RICHMOND
100 37TH STREET
RICHMOND, CA 94805

SUPERIOR COURT DURING COURT CLOSURE

REQUEST FOR MATTER TO BE PLACED ON MISDEMEANOR CALENDAR

(ATTORNEY USE ONLY)

DEFENDANT'S NAME: _____

DOCKET #: _____

ATTORNEY NAME: _____

ATTORNEY EMAIL: _____

ATTORNEY PHONE NUMBER: _____

Please check all boxes that apply to your case:

Private Attorney Pre-Trial Conference (if need a court offer)

Private Attorney Change of Plea Calendar

Attorneys may mail this form to the Martinez, Pittsburg or Richmond Courts (addresses provided above) or drop this form in either the Richmond or Martinez Court drop boxes. There is no Drop Box available for the Pittsburg Courthouse.

The Court will email the attorney the court date and a Zoom link to appear remotely.

For the Change of Plea Calendar, all plea forms and other related documents necessary for the plea, must be delivered to the Martinez or Richmond Court Drop Boxes **at least 2 days prior** to the Change of Plea date. All forms are available on the court's website at <http://www.cc-courts.org/calendars/court-calendars.aspx>

Attorney signature

Date