

**Office of the Clerk  
United States District Court  
for the  
Southern District of California**

Our mission is to provide excellent administrative, technical and professional services to the court, bar, public, other governmental agencies and each other, while adhering to the highest standards of ethical conduct and committing ourselves to meet the challenges of change and continuous improvement.

**WE BELIEVE IN ---**

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- S**haring knowledge, information and access to services.
- E**nsuring timely, accurate and impartial delivery of services to our customers.
- R**ecognizing and rewarding superior performance.
- V**aluing the diversity of our customers and each other.
- I**nvesting in innovation, technology and our people.
- C**hallenging ourselves and our processes for continuous improvement.
- E**xcellence as the standard in public service.

**In order to serve our customers, We:**

- Provide courtroom support and case management.
- Maintain accurate and timely dockets and case files.
- Fax orders, notices and judgments.
- Provide training and staff development.
- Furnish information systems solutions.
- Procure supplies and provide facility management.
- Provide financial services.