



## Clerk of the Board of Supervisors

**Lynna Monell**  
Clerk of the Board of Supervisors

### COVID-19 UPDATE

**Effective June 1, the Clerk of the Board's office will reopen for essential business. Certain services will be provided by appointment only to ensure social distancing requirements are maintained. Call (909) 387-3841 or email [COB@sbcounty.gov](mailto:COB@sbcounty.gov) to make an appointment. Please note: facial coverings are required when entering County facilities.**

**Services provided by the Clerk of the Board (COB) are available as detailed below:**

#### **Board Meeting Agendas**

Agenda materials for upcoming meetings of the Board of Supervisors can be accessed at:  
<https://sanbernardino.legistar.com/Calendar.aspx>

#### **Assessment Appeals Information**

Assessment Appeals Hearings have been suspended through June 30; the status of future hearing dates will continue to be evaluated. For questions related to Assessment Appeals please call **(909) 387-4413**.

#### **California Environmental Quality Act (CEQA) Filings**

Please submit California Environmental Quality Act documents, such as Notices of Determination or Notices of Exemption, with the appropriate payment either in person by appointment or via US Mail to:  
Clerk of the Board of Supervisors  
385 N. Arrowhead Ave, 2<sup>nd</sup> Fl.  
San Bernardino, CA 92415

#### **Filing of Other Legal Documents**

The COB accepts in person service of legal documents on behalf of San Bernardino County. Process servers should place the paperwork in the designated drop box located outside the COB's office and then press the intercom button or call **(909) 387-3841** to advise that the documents have been delivered.

#### **Business Licenses and Claims**

Services requiring public service counter assistance for business licenses and claims will be available by appointment. Please call **(909) 387-3841** or email [COB@sbcounty.gov](mailto:COB@sbcounty.gov) to schedule an appointment.

#### **General Questions and Resources**

Please contact the COB by phone at **(909) 387-3841** or email at [COB@sbcounty.gov](mailto:COB@sbcounty.gov) for general questions. Visit the Clerk of the Board website for additional resources: <http://www.sbcounty.gov/cob>

Please check back as this notice is subject to change.

For more information regarding COVID-19, please visit <http://sbccovid19.com/> or call **(909) 387-3911**.

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