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**ESSEX VICINAGE DROP-BOX SERVICE**

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Essex Vicinage Superior Court offers after hour's drop box service. Official hours for the Drop Box are from **4:30 p.m. to 7:00 p.m.**, Monday through Thursday, and documents which are dated and time stamped during that period will retain that filing date. If documents are deposited in the drop box after 7:00 p.m. they will be considered filed as of the following day.

The Drop box will be open from 4:30 p.m. to 7:00 p.m. Monday thru Thursday and is located in the main hallway at the east entrance/exit on the first floor of the Veterans Courthouse. Any documents deposited after 7:00 p.m. will be marked filed as of the next business day. The box will not be opened on Fridays. There is an electronic time-clock on top of the drop box. The top sheet of each document should be time stamped prior to depositing them into the box.