

PRE-BOOKING GUIDE FOR DEFENDANTS

Pre-Booking Location: **Main Jail**
 150 West Hedding Street
 San Jose, CA 95110

As part of your sentence on this case you have been ordered to serve a term in the county jail.

This County jail sentence may, if you are eligible, be served in a Jail Alternative Program such as the Sheriff's Work Program.

If you are not eligible or if you violate the rules of this program, you may be taken into custody to serve the remainder of your sentence in jail or returned to a Jail Alternative Program at the discretion of the Sheriff's Department.

1. Pre-booking is required for all commitments for both men and women. Pre-booking is also required to determine eligibility for the Sheriff's Work Program or other a Jail Alternative Programs. You will NOT be eligible for the Sheriff's Work Program or other Jail Alternative Program unless you have pre-booked prior to your start (commitment) date.
2. You must appear for pre-booking by the date ordered by the court but in NO CASE less than FIVE (5) days prior to your start (commitment) date.
3. The processing time for pre-booking may take as long as two hours AFTER signing in at the desk.
4. **YOU MUST HAVE A COPY OF THE COURT SENTENCING ORDER AND VALID IDENTIFICATION:**
California Driver's License or I.D., U.S. or foreign passport, or official government I.D. (military, consular).
5. When you pre-book you will be provided with a copy of the Rules of the Program and a map indicating where you are to report on your start (commitment) date.
6. Do not bring cell phones, friends, relatives, children or animals on your pre-booking date.

PRE-BOOKING TIMES (Men and Women) Monday through Friday 11:30 AM to 8:00 PM

The pre-booking process is on a first come first come first serve basis. Those arriving later in the session may have to return the following day. PLEASE come and sign in as early as possible in the session on the date assigned by the judge.

During emergency situations, the pre-booking desk may be closed. You should return the following day and sign in as early as possible.

If you fail to pre-book or to report (including arriving late) for the start of your jail or Sheriff's Work Program, A warrant for your arrest may be issued.

Call the Sheriff's Department at 408-535-4211 to see if you may receive a new start date.

If a warrant has been issued, you should turn yourself in at the Main Jail or any law enforcement agency.

