

# Family & Family Support Division

## Locations

- Central Courthouse
- East County Regional Center
- North County Regional Center
- South County Regional Center



E-Filing for Family Law matters is available.

Documents may be filed electronically in actions for divorce, legal separation, annulment, parentage, child custody, visitation, support (child and spousal), and family-related issues.

Find more information at the Family Law e-Filing link at [sdcourt.ca.gov/Family](https://sdcourt.ca.gov/Family).

Family Law hearings are being held remotely at this time. Find more information about Family Law virtual hearings at [sdcourt.ca.gov/Family](https://sdcourt.ca.gov/Family).

## Family Business Office in-person services:

- Accept requests for Domestic Violence Temporary Restraining Orders (DVTRO), proof of service, and responses to temporary restraining orders (TROs)
- Accept emergency ex parte requests
- Cashier services – payments/purchase forms/copies
- Copy requests (25 pages or less; over 25 pages must use the drop box)
- Viewing physical case files or viewing imaged cases on the kiosks
- Attorney Services (limited to two transactions at a time)
- Elisor Appointments
- Hague Petitions
- Process Changes of Address
- Process Requests for Fee Waiver (time sensitive)
- Notice of Lodgment of Exhibits (within 10 days of hearing)
- Accept Trial Briefs
- Request for Orders
- Responsive Declaration to Request for Order
- Substitution of Attorney
- Withdrawal of Attorney
- Notice of Limited Scope of Attorney
- Purchase forms

## Drop Box Only:

- New petitions
- Orders/Findings and Order After Hearing
- Income Withholding Order
- Qualified Domestic Relations Order
- Judgments
- Stipulations
- Declarations
- Declarations regarding Service of Declarations of Disclosure and Income & Expense Declaration
- Income & Expense Declaration
- Notice and Acknowledgment of Receipt
- Notice of Continuance
- Proof of Service of Summons
- Property Declaration
- Request for Dismissal
- Responses to Petitions
- Request for Joinder
- Restoration of Former Name
- Abstracts
- Application and Order for Posting/Publication Declaration/Order for Attorney Fees and Costs
- Earnings Assignment Order
- Peremptory Challenge
- Request to Continue a Request for Order
- Request to Enter Default
- Registration of out-of-state custody order
- Transfers/change of venue
- Writ of Execution
- [Family Law forms](#) not listed above

## Requesting an Emergency Family Ex Parte Order

If a person needs to request an emergency family ex parte order, they should submit their Ex Parte Application and Order – Family Law Form (SDSC Form [#D-046](#)) and supporting ex parte paperwork including a Request for Order Form (JC Form [#FL-300](#)), if applicable, and a Credit Card Payment Form (SDSC Form [#ADM-253](#)) to the Family Business Office at the appropriate location. Check payments will also be accepted, but there should be two separate checks submitted at time of filing the ex parte paperwork if accompanied by a Request for Order (one check for the Ex Parte Application and one check for the Request for Order and Court Reporter Fee).

Upon receipt of the paperwork, the clerk will set the matter for a hearing date and time. Paperwork received by noon will be scheduled for the following day. Notice must be provided by the moving party to the responding party in the case 24 hours prior to the scheduled hearing date and time. Ex parte hearings will be set for 1:30 p.m. the following day (Monday through Friday) for each Department including the Family Support Division. Opposition paperwork may be filed at the designated Family Business Office at the appropriate location no later than 10 a.m. on the day of the designated hearing date. Parties will be instructed to return to the designated Family Business Office or courthouse lobby to pick up their paperwork after 3:30 p.m. Effective September 14, ex parte hearings will be conducted via MS Teams. Please see the Court's website for MS Team information. No in-person hearings will be conducted.

### Family Law Facilitator Services

The Court's Family Law Facilitator's Office (FLF) helps unrepresented parents and parties who have questions about family law issues at no cost.

Services available in person at the courthouse locations:

- Assist with forms to request domestic violence, civil harassment and elder abuse restraining orders

Services available remotely:

- Ex parte assistance: assist public with completing paperwork to request an emergency order
- Document review for litigants: FLF staff to review paperwork before the documents are filed. Paperwork would be dropped or mailed similar to the procedure for filings.
- Self-Represented Family Case Resolution (SFRC) calendars are being conducted daily by telephone. Whenever possible, courtesy calls are being made a day ahead to parties to explain the procedure.
- Workshops:
  - Divorce workshops are being conducted by video conference (Zoom) every Monday, Wednesday and Friday, scheduled through the Central Division only.
  - Spanish divorce workshops are being conducted by video conference (Zoom) every Monday, scheduled through the Central Division only.
  - Guardianship workshops are being conducted by video conference (Zoom) twice weekly (Tuesdays and Thursdays).
  - Online Workshop Registration: [iflow.sdscourt.ca.gov](http://iflow.sdscourt.ca.gov)
- Answer questions received via email, phone and Google questionnaire, including ex parte requests, workshop follow-up, new petitions, responses, Requests for Orders, judgments, and more. These are all being handled by phone or a video conference (Zoom) appointment, if needed.
- Findings and Order After Hearing (FOAH) and judgments from virtual hearings are mailed to the parties after approval by the judge.
- Review and correct, if possible, pro per judgments received from courtroom before they are rejected (Central Courthouse only).
- Request help:
  - Online Questionnaire: [sdscourt.ca.gov/Family](http://sdscourt.ca.gov/Family)
  - Voicemail: 619-844-2249



Learn about additional Self-Help Services on the next page

## Self-Help Services for Domestic Violence Restraining Orders

Court-based legal service providers offer remote assistance by phone, email, and/or video conference during the pandemic. **You are encouraged to seek assistance from a legal service provider before visiting the courthouse.** Providers are attorneys and legal professionals who can explain procedures and prepare your forms. Services are provided at no cost.

### San Diego Volunteer Lawyer Program (SDVLP)

Remote assistance with petitions is available by phone and video conference. SDVLP will prepare and email your completed forms to you, or to the courthouse, for pick up and filing. Apply for assistance online by filling out the Restraining Order Screening Form at [sdvlp.org](http://sdvlp.org)

- North, Central, and South County Residents:
  - English: 619-235-5656, Ext. 118
  - Spanish: 619-235-5656, Ext. 102
- East County Residents
  - English & Spanish: 619-235-5656, Ext. 122
  - Phone Hours:
    - Monday/Tuesday: 8:30 a.m. – 5 p.m.
    - Wednesday: 8:30 a.m. – 12 p.m.

For those who have already filed a Domestic Violence Temporary Restraining Order, SDVLP holds weekly virtual workshops to prepare petitioners for their virtual court hearings. To obtain the link to the workshop, contact:

- English: 619-235-5656, Ext. 118
- Spanish: 619-235-5656, Ext. 102
- Apply for assistance online by filling out the Restraining Order Screening Form at [sdvlp.org](http://sdvlp.org)

### Legal Aid Society of San Diego (LASSD)

Remote assistance is available by phone and video conference. LASSD will prepare and email your forms to you, or to the courthouse, for pick up and filing

- Phone hours: Monday – Friday: 9 a.m. - 4 p.m.
- 877-534-2524, Ext. 2844

### Center for Community Solutions (CCS)

Remote assistance is available by phone and video conference. CCS will prepare your initial DVRO paperwork and email this paperwork to you, or to the courthouse, for pick up and filing

- CCS DVRO Clinic Helpline – East San Diego County Residents  
Clinic Phone Hours: Wednesday: 1 p.m. – 5 p.m. and Thursday & Friday: 8:30 a.m. – 5 p.m.
  - 619-314-5714
  - If they are busy with another caller, please leave your name, a safe contact number (please state if it is “safe” to leave a voicemail), and a brief message and they will return your call during the clinic phone hours above.
- CCS Legal Intake Line (Appointment-based services only)
  - 858-272-5777, Ext. 7100
  - Please leave your name, a safe contact number (please state if it is “safe” to leave a voicemail), and a brief message and they will return your call as quickly as possible during CCS Business Hours (Monday – Friday, 8:30 a.m. – 5:30 p.m.).

## Family Court Services

Services currently available:

- Conduct Lanterman Petris Short (LPS) mental health hearings by telephone
- Conduct child custody mediations and guardianship investigations by telephone

Drop Box Only

- Data sheets
- Separate interview requests
- Complaints
- Subpoenas

**Prior to a Family Court Services session, parties are to review the orientation video available online at [sdcourt.ca.gov/Family](http://sdcourt.ca.gov/Family) under the Custody & Visitation link and review the Family Court Services' Child Custody Recommending Counseling Information Sheet (FCS-022).**

In-person interviews for minor marriage petitions from Juvenile are to be conducted at the Central Courthouse at a later date.