

Family & Family Support Division

Locations

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



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

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.

Most Family Law hearings are being held remotely at this time.

Effective March 1, 2021, there is an in-person option for long cause trials in Departments 801 (Judge Kalemkiarian), 901 (Judge Mangione) and 604 (Judge Lewis Hoy). This option may be discussed and selected at the trial readiness conference.

Find more information about Family Law virtual hearings at sdcourt.ca.gov/Family.

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 & 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

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 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.

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. The documents must be served by 2 p.m. the court day prior to the hearing. 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 restraining orders

Services available remotely:

- Ex parte assistance: assist public with completing paperwork to request an emergency order
- Document review for litigants: FLF staff can provide a brief in-person review of completed paperwork before the documents are filed.
- Case Status Conferences are being conducted daily by telephone. These are handled by telephone and FLF staff will call between 8:30 a.m. -12 p.m. for the morning calendar and between 1:30 - 5 p.m. for the afternoon calendar.
- Workshops:
 - The Divorce Workshop is now posted online at sdcourt.ca.gov/Family under Self Help Services/ Family Law Facilitator. For follow up questions, you can sign up for a video conference (Zoom) held on Mondays, Wednesdays, and Fridays.
 - 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.sdcourt.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.
- Request help: via the Online Questionnaire: sdcourt.ca.gov/Family



Learn about additional Self-Help Services on the next page

Self-Help Services for Domestic Violence Restraining Orders

Assistance with petitions for a domestic violence restraining order is available in-person at courthouse walk-in clinics and remotely by phone and video, through the San Diego Volunteer Lawyer Program (SDVLP) and Legal Aid Society of San Diego (LASSD). Services are free and provided on a first-come, first-served basis. *Please note: in-person services are subject to change.*

San Diego Volunteer Lawyer Program (SDVLP)

- Central Courthouse, 4th Floor, Room 417
 - Apply online by filling out the Restraining Order Screening Form at sdvlp.org
 - Clinic Walk-In Hours:
 - Monday – Friday
 - Closed 1st and 3rd Tuesdays
 - 8:30 a.m. to 12:00 p.m.
 - Phone Hours:
 - Monday – Friday
 - 12:00 to 5:00 p.m.
 - English: 619-235-5656, Ext. 118
 - Spanish: 619-235-5656, Ext. 102
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- North County Regional Center, South Building, 1st Floor
 - Apply online by filling out the Restraining Order Screening Form at sdvlp.org
 - Clinic Walk-In Hours:
 - Monday – Friday: 8:30 a.m. to 12:00 p.m.
 - Closed 1st and 3rd Tuesdays
 - Phone Hours:
 - Monday – Friday: 12:00 to 5:00 p.m.
 - English: 619-235-5656, Ext. 118
 - Spanish: 619-235-5656, Ext. 102
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- East County Regional Center, 1st Floor by Family Court Services
 - Apply online by filling out the Restraining Order Screening Form at sdvlp.org
 - Clinic Walk-In Hours:
 - Monday – Tuesday
 - 8:45 a.m. to 12:00 p.m.
 - Wednesday
 - 8:45 - 10 a.m.
 - Phone Hours:
 - Monday – Tuesday
 - 12:00 to 5:00 p.m.
 - English & Spanish: 619-235-5656, Ext. 122

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

Legal Aid Society of San Diego (LASSD)

- South County Regional Center, 1st Floor, Room 158
- Clinic Walk-In Hours:
 - Monday – Friday
 - 8:30 a.m. to 12:00 p.m.
 - 12:30 to 4:00 p.m.

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.).