

Triage questions & procedures:

At the front desk:

What are you here to do today?

Do you have a case in family court or through the Dept. of Child Support Services (DCSS)?

If issue is custody/visitation – ask if child lives in this county? Child lived in CA for six months before today?

If they need to file a Petition for Custody & Support because parties were not married. Search court records to see if there was a DCSS case opened and if there is a judgment of parentage entered. If not, confirm DCSS case is based on POP declaration (Voluntary Declaration of Parentage) and ask if litigant has copy. If not, give them form to order certified copy and come back with it to open a case.

If they need to file a Petition to Establish Parentage – ask if the other parent resides in California or if the child was conceived here?

Then ask if child currently residing in CA? Has child been in CA for six months before today?

If issue is any kind of support – do you have 2 months worth of paystubs with you?

Preliminary instructions for people filing out forms/intakes:

1. If you don't want other party to know your address you can use a PO Box or friend's address, just make sure you will get your court mail
2. Use your full legal name (middle initial OK) on all documents. Make sure that if litigant (or other party) has two last names (e.g. Gonzalez Martinez), instruct them to list both last names on all of their pleadings