



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

INSTRUCTIONS FOR FAMILY COURT SERVICES REMOTE PARTICIPATION

This document includes information on appearing remotely for Family Court Services Child Custody Recommending Counseling sessions. For additional information on Family Court Services (FCS), visit the court's website at www.sdcourt.ca.gov.

Prior to the FCS Child Custody Recommending Counseling session:

- View the FCS orientation video on the court's website at www.sdcourt.ca.gov. To locate the video, select Family under the Divisions' drop-down menu, then select Custody and Visitation.
- Review the Family Court Services Child Custody Recommending Counseling Information Sheet (SDSC Form #FCS-022) for additional information including domestic violence procedures and Family Code section 3044. The form may be found by selecting the Forms page on the court's website at www.sdcourt.ca.gov.
- Complete the Family Court Services Data Sheet (SDSC Form #FCS-002) which may be found on the Forms page on the court's website at www.sdcourt.ca.gov. Email or mail the completed form to the FCS office at the court division where the case is assigned:
 - **Central Division:**
FCSCentral@sdcourt.ca.gov
1100 Union St., San Diego, CA 92101
 - **East County Division:**
FCSEast@sdcourt.ca.gov
250 E. Main St., El Cajon, CA 92020
 - **North County Division:**
FCSNorth@sdcourt.ca.gov
325 S. Melrose Dr., Vista, CA 92081
 - **South County Division:**
FCSSouth@sdcourt.ca.gov
500 3rd Ave., Chula Vista, CA 91910

Note: FCS requires that the form be submitted in advance of the FCS session for the counselor to review.

Day of the FCS Child Custody Recommending Counseling session:

- The FCS session will be conducted remotely. Call the FCS office at the court division where the case is assigned at the time of the scheduled appointment to check in and receive further instructions.
 - **Central Division:** (619) 844-2888
 - **East County Division:** (619) 456-4181
 - **North County Division:** (760) 201-8300
 - **South County Division:** (619) 746-6097
- FCS sessions may last up to two hours. If using a cell phone, ensure that the phone is fully charged.
- Parties must be in a quiet, private, uninterrupted, distraction-free location and not in a public environment, nor distracted by driving, working, childcare, or other activities.
- The issues discussed in FCS sessions are confidential and the contents may not be discussed with others. The FCS session may not be recorded.
- To ensure confidentiality, plan to participate from a private location and avoid using a speaker phone or using a cell phone in public. Parties should not allow anyone to be in the room as non-participants are not allowed to listen to any part of the FCS session.
- Children do not participate in the FCS session and may not be in the room, listening in, or able to hear the conversation from another room. If the FCS counselor needs to interview the child(ren), an interview will be arranged for another time.

Failure to follow these instructions could delay the resolution of the court case. The FCS counselor may terminate any session if a party is not abiding by these instructions.