



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## OFFICE OF THE FAMILY LAW FACILITATOR

### SIGN-IN PROCEDURE FOR WALK-IN ASSISTANCE

The Office of the Family Law Facilitator (FLF) provides walk-in assistance to self-represented litigants on a first-come, first-served basis Monday through Friday. Due to high demand, the FLF is only able to assist a limited number of people each day. Follow these procedures in order to increase your chances of being seen:

1. Line up at the main entrance of the courthouse (for the Vista courthouse, line up at the South entrance; for the Central courthouse, line up at the entrance on Union Street); doors open at 7:30 a.m.
2. Once you enter the courthouse and pass through security screening, go immediately towards the information/sign-in booth. Have your case number ready for the clerk; if you are early enough, you will be placed on a sign-in list and given an intake form. Otherwise you will either be placed on the waitlist or instructed to return another day. If you are placed on the waitlist, there is **no guarantee** you will be seen that day.
3. Once you have checked in, proceed to the FLF office to wait for in-person assistance. If you are not sure where the FLF office is located, ask the clerk who checked you in. In order to expedite the check-in process, follow the clerk's instructions. The FLF office will open and will start to assist litigants at 8:00 a.m. Be prepared to wait for assistance and be sure to pay for sufficient parking if needed.
4. All forms must be completed in English. If you will need assistance completing forms in English, bring an adult who is not involved in the case to help you.
5. For more information about what to bring and what to expect, visit the court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov), then click on "Family," and then click on "Self Help Services."