

# SHASTA COUNTY SUPERIOR COURT

## FAMILY LAW FACILITATOR & SELF-HELP CENTER

- **Services at Redding Courthouse:** 1515 Court Street Room 320, Redding, CA 96001
- **Telephone assistance:** 530-245-6900 (message phone only)
- **E-Mail us at:** [selfhelp@shasta.courts.ca.gov](mailto:selfhelp@shasta.courts.ca.gov)

<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
Courtroom Assistance, telephone assistance, email assistance	<b><u>8:30am-12:00pm</u></b> Walk-ins for brief assistance  <b><u>1:30pm-4:30pm</u></b> Walk-ins for brief assistance	<b><u>8:30am-12:00pm</u></b> Walk-ins for brief assistance  <b><u>1:30pm-4:30pm</u></b>  Telephone assistance and email assistance	<b><u>8:30am-12:00pm</u></b> Courtroom Assistance, telephone assistance, email assistance  <b><u>1:30pm-4:30pm</u></b> Walk-ins for brief assistance	Courtroom Assistance, telephone assistance, email assistance

\*Individuals are **STRONGLY DISCOURAGED** from bringing children into this office \*

This office is not an appropriate or safe place for children. Please make childcare arrangements prior to coming in person. Alternatively, we can assist by phone, email, or Zoom.

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- If you need assistance in a family law case that involves child support, spousal support, attorney's fees, or other requests for monetary relief, you must bring with you a copy of your last two months paystubs, proof of income, and/or Schedule C.
  - For additional information about our office and local forms, visit our website at [www.shasta.courts.ca.gov](http://www.shasta.courts.ca.gov).
  - For self-help information including judicial council forms, visit the court's website at [www.courts.ca.gov](http://www.courts.ca.gov).

As court employees we provide self-represented litigants with general information about legal processes and forms. We **cannot** provide people with legal advice or tell them what they "should" do. We do not represent people in Court. Our conversations with self-represented litigants are not confidential and, if requested, we will provide assistance to the other side on the same matter. We cannot assist people who are represented by an attorney.

## **SERVICES PROVIDED BY THE FLF OFFICE/SELF-HELP CENTER**

The Shasta County Family Law Facilitator assists self-represented parties in the following areas:

### **Child and Spousal Support**

- Provide and help with the paperwork to establish, modify or terminate child and spousal support orders and/or health insurance orders
- Provide information and prepare draft calculations of child support and temporary spousal support based on statutory guidelines
- Assist with paperwork to determine arrears for child support, spousal support, medical support, unreimbursed child care expenses, and unreimbursed medical expenses
- Obtain, modify or terminate wage assignment orders and income withholding orders

### **Parentage**

- Explain the process of establishing paternity, and provide the necessary paperwork to establish or disestablish paternity, including Petitions to Establish Parental Relationship and assistance with preparation of judgments
- Look up and assist in obtaining Voluntary Declarations of Paternity

The Shasta County Self Help Center provides services beyond those of the Family Law Facilitator. We currently assist in the following areas:

### **Dissolution, Legal Separation or Nullity of Marriage**

- Provide forms and assistance in initiating the proceeding, preparation of disclosure documents, and finalization of proceeding

### **Parentage Proceedings**

- Provide forms and assistance with Petitions for Custody and Support and forms and assistance with preparation of judgments

### **Requests for Orders**

- Assist with preparation of and responses to Requests for Orders for issues beyond child support, including custody and visitation, temporary emergency orders, spousal support, orders for property control, payment of debts, change of venue, waiver of disclosure requirements, etc.

### **Restraining Orders**

- Assistance with initiating and responding to domestic violence restraining orders, civil harassment, elder abuse and workplace violence, proofs of service, requests for continuances and orders after hearing
- Provide referrals to community agencies

### **Grandparent Visitation**

- Provide assistance and forms for Petition for Joinder and Request for Order or Petition for Visitation

### **Probate Guardianship of the Person**

- Assist with preparation of Petitions for Guardianship of the Person
- Provide forms and assistance with additional guardianship issues

### **Name Change**

- Provide assistance and forms for Name Change

### **Emancipation**

- Provide assistance and forms for Emancipation of Minor

### **Small Claims**

- Provide information, assistance with, and forms for Small Claims matters

At this time, we do **NOT** provide assistance with the following matters; however, we can provide outside resources:

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| • General Civil Cases   | • Qualified Domestic Relation Order (QDRO)             |
| • Criminal Cases  | • Contempt Proceedings (Orders to Show Cause)          |
| • Juvenile Matters/ Child and Family Services   | • Adoptions  |
| • Guardianships of the Estate   | • Probate/Estate Planning                              |
| • Conservatorships  | • Writs/Collections/Enforcement of Judgments           |
| • Appeals   | • Bankruptcy   |
| • Discovery (Interrogatories, Demand for Production of Documents, Motion to Compel, etc.) | • Immigration  |
| • Subpoenas   | • International Service of Process                     |
|   | • Motions requiring research or points and authorities |