

CONTRA COSTA COUNTY FAMILY LAW FACILITATOR SCHEDULE

EFFECTIVE 3/9/2020



- You cannot use these services if you are represented by an attorney.
- This is not a confidential service. The Family Law Facilitator’s Office is not your lawyer and often works with both sides of a case.
- No children and no cell phone use at workshops please.
- All services are first come, first served.

MARTINEZ – Drop In Services at 751 Pine Street, Martinez

Topic	Schedule	Location	Description
Brief Information and Referrals	Monday - Friday 8am – 12 pm 12:30 pm - 3 pm	Reception Desk	- 3 minute time limit per customer
Help Desk (Review certain court papers, spousal support, determine next steps, other family law issues)	Monday – Friday 8 am – 11:30 am 1 pm - 3 pm	Help Desk	- Bring copies of all your court papers, including any existing orders - Includes assistance with Department of Child Support Services (DCSS) cases
Start Your Divorce or Legal Separation (Document Review Only)	2 nd and 4 th Wednesdays 1pm English only	Room 144-B	- Document Review ONLY - MUST complete online course <i>in advance</i> ; bring completed packet & review ticket - <i>Appointments available</i> – see review ticket for directions; Walk-Ins available on first come, first served basis (SPANISH: 1 st and 3 rd Wednesdays)
Department of Child Support Services (DCSS) Cases Only	8am – 11:30 am Monday 12:30pm – 3:30 pm Monday & Thursday	Room 144-B	* Must have an open DCSS case and be seeking help about child support matters * <u>Bring:</u> - Paystubs, profit & loss statement or other proof of income for the last two months - Copy of current court order

DEPARTMENT OF CHILD SUPPORT SERVICES (DCSS) – Drop In Services

Department of Child Support Services (DCSS) Cases Only	Wednesdays 8 am – 12 pm	50 Douglas Drive Martinez	* Must have an open DCSS case and be seeking help about child support matters* - Bring paystubs, profit & loss statement or other proof of income for the past two months, copy of current court order
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MARTINEZ – Workshops & Classes			
Topic	Schedule	Location	Description
Parentage Workshop (To open a parentage case and establish new custody/visitation orders)	Monday & Friday Registration opens 8 am Door closes 8:30	751 Pine St. Room 144-A	- Bring a copy of the Voluntary Declaration of Paternity or Parentage (if available)
Preliminary Declaration of Disclosure Workshop	First Friday of Every Month 1:00 pm	751 Pine St. Room 144-A	- <u>Bring:</u> copies of all court papers plus a copy of all current bank account, loan, credit card statements, etc.; tax returns for the last two years; proof of income for the last 2 months (paystubs, profit & loss statement, etc.) (SPANISH: 3rd Friday of every month)
PITTSBURG – Drop In Services			
General Family Law (Info and referrals, review certain court papers, determine next steps)	Mondays and Wednesdays 8 am – 3:30 pm	1000 Center Drive Room 1045 (former Law Library)	- Closed for lunch noon to 1:00 pm - Bring copies of your court papers, including any existing orders
RICHMOND – Drop In Services			
General Family Law (Info and referrals, review certain court papers, determine next steps)	Mondays and Fridays 8am - 3:30 pm	100 37 th Street 2 nd Floor Richmond	- Closed for lunch noon to 1:00 pm - Bring copies of your court papers, including any existing orders

- ◆ Family Law filing windows are open Mon. – Fri. 8 am – 3 pm at 751 Pine St., Martinez◆
 ◆ Court Records is open Mon. – Fri. 8 am – 3 pm at 1111 Ward St., Martinez
 if you need a copy of court orders or other documents in your case◆