

Superior Court of California,
County of Los Angeles
Media Relations
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Los Angeles, CA 90012



PUBLIC NOTICE

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FOR IMMEDIATE RELEASE:
November 21, 2023

SUPERIOR COURT OF LOS ANGELES COUNTY OFFERS ONLINE SCHEDULING OF CLERK'S OFFICE APPOINTMENTS

Court users can now easily schedule an appointment to visit any courthouse clerk's office location throughout Los Angeles County using the Court's new Online Clerk's Office Appointment Scheduler (Scheduler), available at mycourtservices.lacourt.org/Appointment/Schedule. The new tool is a convenient way to avoid waiting in line for clerk's office service and provides an alternative to [calling ahead of time](#) to reserve an appointment.

Individuals can use the Scheduler to reserve an appointment with the Clerk's Office regarding appellate, civil, criminal, family law, juvenile dependency and juvenile justice, mental health, probate, small claims and traffic matters.

Please note the Scheduler cannot be used to reserve appointments with the [Court's Self-Help Center](#). Individuals seeking self-help assistance should call the Self-Help Phonenumber at (213) 830-0845 to speak with a representative, who will triage the issue over the phone and schedule an appointment if necessary.

-MORE-

ONLINE SCHEDULER

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There are three ways to access the Scheduler on the Court's website:

- 1) Access the Scheduler directly at mycourtservices.lacourt.org/Appointment/Schedule.
- 2) Go to the Court's homepage at lacourt.org, and click on the sentence, "Use the Online Appointment Scheduler to schedule an appointment with the Clerk's Office ahead of time," marked below by the red dotted lines.



- 3) Go to the "Divisions" tab to select the appropriate case type, then access the Scheduler via the blue or brown box with the phrase, "Schedule Appointment with Clerk's Office," indicated by the red squares surrounding the boxes below.



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ONLINE SCHEDULER

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The Scheduler entails a simple five-step process to reserve an appointment:

1. Select the proper courthouse for the case;
2. Select the type of case;

Schedule Appointment with Clerk's Office

Select a Courthouse and Appointment Type

Step 1 Select a Courthouse

Step 2 Select an Appointment Type

Courthouses

Airport Courthouse 11701 S. La Cienega Los Angeles, CA 90045	Alfred J. McCourtney Juvenile Justice Center Courthouse 1040 W. Avenue J Lancaster, CA 93534	Alhambra Courthouse 150 West Commonwealth Alhambra, CA 91801
Archives & Records 222 North Hill Street, Room 212 Los Angeles, CA 90012	Bellflower Courthouse 10025 East Flower Street Bellflower, CA 90706	Beverly Hills Courthouse 9355 Burton Way Beverly Hills, CA 90210
Burbank Courthouse 300 East Olive Burbank, CA 91502	Catalina Courthouse 215 Sumner Avenue Avalon, CA 90704	Central Arraignment Courthouse 429 Bauchet St. Los Angeles, CA 90012
Chatsworth Courthouse 9425 Penfield Ave. Chatsworth, CA 91311	Clara Shortridge Foltz Criminal Justice Center 210 West Temple Street Los Angeles, CA 90012	Compton Courthouse 200 West Compton Blvd. Compton, CA 90220

Appointment Types

- Chatsworth Courthouse
- Family Law
- Public Access Computer
- Records and Forms
- Small Claims and Unlimited Civil
- Traffic
- Unlawful Detainer and Collections

3. Select the desired date of service;

Chatsworth Courthouse - Family Law

What? Who? Done

Select Date

November 2023

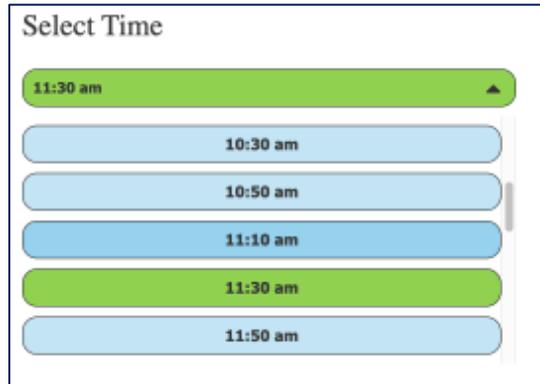
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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ONLINE SCHEDULER

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4. Select the desired time of service;



The screenshot shows a 'Select Time' interface with a list of appointment times. The times are: 11:30 am (highlighted in green), 10:30 am, 10:50 am, 11:10 am, 11:30 am (highlighted in green), and 11:50 am. A small upward-pointing arrow is visible on the right side of the first green bar.

5. Provide name and contact information for confirmation of appointment.

After completing the process, individuals will receive email and/or text confirmations of their court appointment. Use of the Scheduler is free, but standard text or data charges may be assessed by the user's cellular service provider.

The Scheduler is available for use at any time and is available in multiple languages: Armenian, Chinese, English, Korean, Spanish and Vietnamese.

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