



HERE FOR YOU | SAFE FOR YOU

Superior Court of California, County of Los Angeles

# NEWS RELEASE

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## APPOINTMENTS NECESSARY TO ACCESS IN-PERSON COURTHOUSE SERVICES NEXT MONTH DUE TO SOCIAL DISTANCING REQUIREMENTS

### **New Service Model Offers Convenient Telephonic and Online Service; Reservations Required to Access In-Person Services in Clerk's Office and Self-Help Centers**

When the Clerk's Office opens on June 15 for the first time since closing on March 23, the Court will offer convenient telephonic and online options to conduct court business while requiring an appointment in advance to receive in-person services to enforce social distancing.

"To assure the Court supports a safe and stable recovery in Los Angeles County, we are reopening under a *Here For You | Safe For You* model that restores access to justice while following public health protocols and guidelines, including wearing a mask," Presiding Judge Kevin C. Brazile said. "The public will have the option to access new and expanded online convenient services without coming to the courthouse. They may call our Court Support Services numbers to get help, make an in-person appointment or use the website for certain self-help appointments."

When the Court reopens to the public on June 15, please note:

- Face masks and/or facial coverings are required and mandatory at all times to enter any courthouse or courtroom and must be worn covering the nose and mouth. This policy applies to attorneys, parties, witnesses, court staff, Judges, Commissioners, vendors and the general public. The only exceptions to this policy will be for a documented medical condition or excuse, or an ADA accommodation approved by the Court. If an exception is granted, admittance into the courthouse may be restricted to a specific time of the day. If necessary, the time allotted for any granted exception may require the individual to wait until later in the day or schedule an appointment for admittance.
- The Clerk's Office and Self-help Centers in every courthouse are inaccessible to the public unless you have a prescheduled appointment.

**-MORE-**

**CLERK’S OFFICE REOPENING  
2-2-2-2**

- Use drop boxes on the courthouse steps for filings in paper (same procedures as are currently used). Intake counters for filings will be unavailable.
- The children’s waiting rooms will remain closed until further notice at all courthouse locations. To help manage social distancing requirements, parents are strongly encouraged to find childcare arrangements before coming to a courthouse.

**Clerk’s Office and Court Support Services**

There are two ways to meet with a clerk or get self-help information: by telephone or in person.

Call centers are available for assistance from 8:30 a.m. – 4:30 p.m., Monday through Friday, except Court holidays. Staff will schedule an appointment if an in-person meeting is requested or needed. Reservations are required to view electronic records at Clerk’s Office kiosks.

- All services – telephonic and in person – will be provided in non-English speaking languages.
- For Clerk’s Office assistance, please call the Court Support Services numbers:

COURTHOUSE	NUMBER
Airport Courthouse	310-725-3000
Alfred J. McCourtney Juvenile	661-483-5924
Alhambra Courthouse	626-293-2100
Bellflower	562-345-3300
Beverly Hills	310-281-2400
Burbank	818-260-8400
Catalina	562-256-3100
CAC	213-617-5600
CCW	213-351-7500
Chatsworth	818-407-2200
CJC	213-628-7700
Compton	310-761-4300
Downey	562-658-0500
East Los Angeles	323-881-5800
Eastlake Juvenile	323-227-4399
Edelman Children’s Court	323-307-8000
El Monte Courthouse	626-401-2200
Glendale	818-265-6400
Long Beach	562-256-3100
Hollywood	323-441-1800
Inglewood	310-419-1300
Inglewood Juvenile	310-412-8301
Metro	213-745-3200
Antelope Valley	661-483-5500
Norwalk	562-345-3700
Pasadena	626-396-3300

**-MORE-**

**CLERK'S OFFICE REOPENING**  
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Pomona	909-802-1100
San Fernando	818-256-1800
Santa Clarita	661-253-5600
Santa Monica	310-255-1840
Spring St.	213-310-7000
Stanley Mosk	213-830-0800
Sylmar Juvenile	818-256-1180
Torrance	310-787-3700
Van Nuys East	818-901-4600
Van Nuys West	818-989-6900
West Covina	626-430-2600
Whittier	562-968-2699

For self-help services, please:

- Call the Self-help Center for assistance at (213) 830-0845.
- Customers with reservations for an in-person appointment can meet with self-help staff for document preparation and guidance.
- Some appointments for self-help service will be available [here](#).
- All services – telephonic and in-person – will be provided in non-English speaking languages.
- Soon “on-demand” self-help videos will be available on the Court’s website.

*Here For You | Safe For You* focuses on providing a safe courthouse environment and offering expanded choices to conveniently conduct court business remotely — which promotes social distancing by reducing the number of people appearing in person. Whether appearing by phone or video from home, the office or coming to the courthouse, *Here For You | Safe For You* provides safe, efficient options to access justice.

Information on *Here For You | Safe For You* can be found on the Court’s website ([www.lacourt.org](http://www.lacourt.org)) and Twitter page (@[LASuperiorCourt](https://twitter.com/LASuperiorCourt)).

**Issued by:** Sherri R. Carter  
Executive Officer/Clerk of Court

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