

Superior Court of California,  
County of Los Angeles  
Media Relations  
111 N. Hill St., Room 107,  
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](http://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

2-2-2-2

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

- 1) Access the Scheduler directly at [mycourtservices.lacourt.org/Appointment/Schedule](http://mycourtservices.lacourt.org/Appointment/Schedule).
- 2) Go to the Court's homepage at [lacourt.org](http://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.



-MORE-

# ONLINE SCHEDULER

## 3-3-3-3

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 Baughet 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

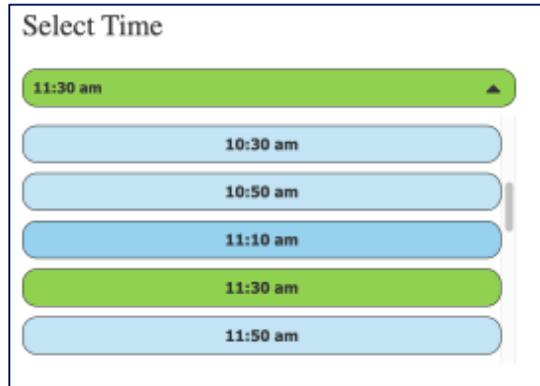
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	<b>7</b>	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**-MORE-**

## ONLINE SCHEDULER

### 4-4-4-4

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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