

CONTRA COSTA COUNTY SUPERIOR COURT **SELF-HELP CENTER** SCHEDULE



EFFECTIVE June 10, 2019

- You cannot use these services if you are represented by an attorney.
- This is not confidential service. The Self-Help Center is not your lawyer and often works with both sides of the case.
- Please no children and no cell phone use while using Self-Help Center services.
- All services are first come, first served.

DROP-IN ASSISTANCE

Our Drop-In Assistance is In Person only. We do not have telephone or e-mail assistance available for these services.

Landlord/Tenant (Evictions)

Assistance With	Location	Time	Bring With You
- Notice - Answers - Default Judgment - Stays of Execution - Complaints*	Martinez 751 Pine Street check in at front desk	Monday & Wednesday 8am-2pm Friday 8am – 12 noon	- Copy of the lease - Notice (with proof of service if you are the landlord) - Any additional documentation that supports your position - All court filed documents you have filed or been sent by the other party
	Pittsburg Rm 1045, 1000 Center Drive	Tuesday 8am – 2pm	
	Richmond Rm 202, 100 37 th Street	Thursday 8am – 2pm	

*A workshop for serving notice & filing the complaint is in development, the schedule will be updated once launched.

Additional Drop-In Assistance

Assistance With	Location	Time	Bring With You
- Name & Gender Change - Civil Harassment Restraining Orders - both Requesting and Responding	Martinez Same as above	Monday & Wednesday 8am-2pm Friday 8am – 12 noon	<u>For Name & Gender Change:</u> - Proof of residence in the county, copy of birth certificate if for a minor <u>For Civil Harassment Restraining Orders:</u> - Documentation regarding harassment or documentation you believe refutes harassment claim
	Pittsburg Same as above	Tuesday 8am – 2pm	
	Richmond Same as above	Thursday 8am – 2pm	

◆ Filing windows are open Mon. – Fri. 8 am – 3 pm ◆ Martinez Court Records is open Mon. – Fri. 8 am – 3 pm at 1111 Ward St. ◆ Court records are available at filing windows in Pittsburg and Richmond ◆

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WORKSHOPS AND PRESENTATIONS		
Probate Workshops		
Assistance With	Location	Register
Limited Conservatorship of the Person Only	Martinez: Room 144-B, 751 Pine Street	Email: probfac@contracosta.courts.ca.gov
Guardianship of a Person Only	Martinez: Law Library, 1020 Ward Street Pittsburg: Room 2092, 1000 Center Drive Richmond: Room 201, 100 37 th Street	Email: probfac@contracosta.courts.ca.gov Phone: 925-608-2066
PLEASE NOTE: Workshops are offered monthly at each location listed. Advanced registration is required . You are <u>not</u> registered for a workshop until you receive a confirmation email.		
Small Claims Presentation and Email Assistance		
Email Assistance	Via email only. Responses are provided within 1-2 weeks.	Email for assistance: smallclaims@contracosta.courts.ca.gov
In-Person Presentation	Martinez: Law Library, 1020 Ward Street Pittsburg: Room 2092, 1000 Center Drive Richmond: Room 201, 100 37 th Street	Email to register for a presentation: smallclaims@contracosta.courts.ca.gov
PLEASE NOTE: In-Person Presentations are offered monthly at each location. Advanced registration is required . You are <u>not</u> registered for a presentation until you receive a confirmation email.		

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