

SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL
939 W. Main Street
El Centro CA 92243

INSTRUCTIONS: TELEPHONE APPEARANCES

You may participate in a court hearing by telephone through a private company named “CourtCall.” The calls are not free, but if you are granted a court waiver, they can be placed free of charge. Follow this instruction sheet if you have a civil or a family law case. Please note that some court proceedings do not permit telephone appearances.

Note: If you have a Family Support Title IV-D Hearing which involves the Department of Child Support Services, **do not follow these steps.** Instead, follow California Rule of Court number 5.324 and Local Court Rule 5.1.3(b).

1	Telephone and Fax machine	You will need a telephone or ability to fax CourtCall to make payment arrangements before your hearing date.										
2	Cost	You will need to pay a fee to CourtCall to use their service unless you have valid fee waiver from the court. If you do not have a valid fee waiver, you may fill out the Blank Fee Waiver Application and Fee Waiver Order enclosed, and file it with a self-addressed stamped envelope.										
3	Request and Notification	You need to notify the court and all parties of your intent to make a telephone appearance by serving them a copy of your notice before filing it with the court. Use the form attached to give notice at least 5 court business days before the hearing. Follow Local Court Rule 3.8.6 carefully.										
4	File Fee Waiver and Request	To file your fee waiver application, the notice for a telephone appearance, or other documents in your case, mail the original and a copy with a self addressed stamped envelope to: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>If you have a Civil Case</u></td> <td style="width: 50%;"><u>If you have a Family Law Case</u></td> </tr> <tr> <td>Civil Filing Clerk</td> <td>Family Law Filing Clerk</td> </tr> <tr> <td>Imperial County Superior Court</td> <td>Imperial County Superior Court</td> </tr> <tr> <td>939 W. Main Street</td> <td>939 W. Main Street</td> </tr> <tr> <td>El Centro, CA 92243</td> <td>El Centro, CA 92243</td> </tr> </table>	<u>If you have a Civil Case</u>	<u>If you have a Family Law Case</u>	Civil Filing Clerk	Family Law Filing Clerk	Imperial County Superior Court	Imperial County Superior Court	939 W. Main Street	939 W. Main Street	El Centro, CA 92243	El Centro, CA 92243
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5	Gather Information About Your Case	Make sure you have the following information ready when you contact CourtCall: <ol style="list-style-type: none"> 1. Judge’s Name 2. Hearing Date 3. Department Number 4. Case Number 5. Nature of Case (<i>divorce trial, status conference, etc.</i>) 										
6	Contact CourtCall	Make arrangements at least 5 court business days before the hearing. DO NOT wait until the last minute. Call CourtCall and follow their instructions: (888) 88-COURT [888- 882-6878]										

If you have any questions or concerns and are not represented by an attorney in this case, you may contact the Access Center at accesscenter@imperial.courts.ca.gov.

This instructional page is designed as a tool to assist you. It may not include all information that is legally required, is not legal advice, and should not be used as a substitute for legal advice from an attorney licensed by the State Bar of California. To find out how to hire an attorney and/or obtain a consultation with an attorney see <http://www.courts.ca.gov/1084.htm>.