

## OFFICE HOURS AND CONTACT INFORMATION

### OFFICE HOURS:

Monday – Friday

8:00 a.m. to 4:00 p.m.

(Closed for lunch from Noon to 1:00 p.m.)

### E-mail:

[accesscenter@imperial.courts.ca.gov](mailto:accesscenter@imperial.courts.ca.gov)

### Small Claims Advisor:

Monday, Wednesday, Friday

2:00 p.m. to 4:00 p.m.

Tuesday and Thursday

8:00 a.m. to 10:00 a.m.

(760) 482-2238

SMALL CLAIMS ONLY



## NOTICE

Members of our staff are available to help people **who do not have an attorney** and wish to represent themselves. We can show you how to complete your own forms, give you step-by-step instructions for filing and serving documents and how to prepare for your hearing. We can give you general legal information, but cannot give legal advice and we do not go with you to court. It is important to note that **WE ARE NOT ACTING AS YOUR LAWYER**. There is no attorney-client relationship between you and staff members and we can provide information and services to any other party in your case.

Communications between you and the staff **are not confidential**. You should consult with your own attorney if you want personalized advice or strategy, to have a confidential conversation, or to be represented by an attorney in court.

**We are not responsible for the outcome of your case.**

### ACCESS CENTER LOCATION:

Superior Court of California, County of Imperial

939 West Main Street

El Centro, CA 92243

TTY – TDD (760) 352-3492



# ACCESS CENTER

Providing free legal information and assistance to individuals representing themselves in Court.

### IMPORTANT

Please make the necessary arrangements for childcare while conducting Court business. We are sorry, but no childcare services are available at this time.



## AREAS OF HELP

■ Family & Children ■ Restraining Orders

■ Civil ■ Adoptions ■ Small Claims

■ Probate Guardianships/Conservatorships

## HOW WE HELP YOU

Help is provided to self-represented persons daily on a walk-in first come, first served basis. This help is given on a one-to-one basis and in daily clinics (help in a classroom style setting). Limited help is available by e-mail, except in confidential cases such as Adoptions, Paternity Actions, and those cases involving the Department of Child Support Services.

## SERVICES PROVIDED

Staff can assist you with each phase of your case in a variety of ways such as:

- Help you select the proper legal forms to complete to accomplish your goal
- To start a legal action
- To modify a prior order
- To get a final order or judgment
- To enforce your order or judgment
- Provide educational materials to help better understand each stage of a proceeding
- Review documents for completeness
- Give you easy to understand instructions
- How to file and serve documents
- How to prepare for court and what to expect after a hearing

- How you can settle your case without going to court
- Offer referrals to other self help service providers and outside agencies

## FAMILY & CHILDREN

- Property Division\*\*
- Parentage (Paternity)\*
- Divorce/Legal Separation\*\*
- Child Custody & Visitation\*\*\*
- Child & Spousal Support\*\*\*

## RESTRAINING ORDERS

- Domestic Violence
- Civil Harassment

## PROBATE

- Conservatorship
- Guardianship of the Person
- Adoptions (Step-Parent & Independent)

## CIVIL DISPUTES

- Name Change
- Small Claims Form Assistance & Advisory

## Bring with you to Self-Help Center:

\*Children's names, dates of birth, and addresses for past 5 years.

\*\*List of all debts or property, whether in your name alone, spouse's name, or both names.

\*\*\*A copy of the most recent support or custody order if you are requesting to modify a previous order.

## OTHER HELPFUL RESOURCES

The Imperial County Law Library located at El Centro Courthouse (760) 482-2271  
939 West Main Street, El Centro, CA 92243  
TTY – TDD (760) 352-3492

El Centro Courthouse (760) 482-2240  
939 West Main Street, El Centro, CA 92243

Brawley Courthouse (760) 336-3550  
220 Main Street, Brawley, CA 92227

Winterhaven Court (760) 336-3500  
2124 Winterhaven Drive, Winterhaven CA 92283  
9:00 a.m. to 3:00 p.m.  
Tuesdays – Wednesdays – Thursdays  
(Pacific Time Zone)  
Court Closed Mondays and Fridays

Valley Plaza Infractions Court & Call Center  
(760) 336-3500

Accounting and Finance  
(760) 336-3515 / Collections (760) 336-3510

Judicial Council Self-Help  
[www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp)