





## The ACCESS Center is here to give you information to help you represent yourself



We will give you *legal information*, **NOT** *legal advice*.

- The ACCESS Center is available to help both parties to a case, which means we may also help the other side in your case.
- We do **NOT** represent you, will **NOT** act as your lawyer, and your meetings with us are not private. This means that what you tell the ACCESS Center is **NOT** confidential.
- We can help with general information and instructions with San Francisco cases only and when appropriate, we may give you referrals for other resources.
- We are not able to assist nor answer questions for third parties or family members, including attorneys, law firms, document preparers and paralegal services.
- Communications between you and the ACCESS Center are not confidential. You may want to 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.
- ACCESS Staff cannot advise, strategize, go to court on your behalf, nor speak to a judge to discuss your case. Contact the (BASF) Bar Association of San Francisco’s Lawyer Referral Service at **(415) 989-1616** to hire an attorney, and/or to see if you qualify for a low fee or free attorney.

For updates of hours of operation, FAQs informational materials, and other available self-help online services, visit the ACCESS webpage at [www.sfsuperiorcourt.org/self-help](http://www.sfsuperiorcourt.org/self-help)

<b>Online Chat Assistance:</b> 	For <b><i>Dissolution of Marriage</i></b> online chat assistance, visit the ACCESS Center webpage at: <a href="http://www.sfsuperiorcourt.org/self-help">www.sfsuperiorcourt.org/self-help</a> Monday, Tuesday, Thursday 8:30 a.m. to 2:30 p.m.
<b>Telephone Assistance:</b> 	For telephone information and referrals for <b>child support only</b> , leave a voicemail Monday, Tuesday, Thursday, 8:30 a.m. - 11:30 a.m. at (415) 551-5880. For all other telephone information and referrals, leave a voicemail Monday, Tuesday, Thursday, 1:00 p.m. – 4:00 p.m. at (415) 551-0605. <b>Note: Your phone will need to be able to accept blocked calls in order to receive a return call from ACCESS staff. Speak clearly and slowly. Leave your full name, telephone number, case information, and a brief question. Your call will be returned within 2 business days.</b>
<b>Online Assistance:</b> 	For online inquiries, complete the intake form at: <a href="https://www.surveymonkey.com/r/SF-ACCESS">https://www.surveymonkey.com/r/SF-ACCESS</a> <b>Please note:</b> No attachments and no email correspondence are accepted.
<b>In-Person Triage:</b> 	Monday, Tuesday, Thursday at Civic Center Courthouse, Room 103, Windows 1 and 3. <b>To be seen, obtain a ticket in advance the morning of each triage session. Limited tickets are available in the Civic Center Courthouse lobby each morning, 8:30 a.m. - 9:00 a.m., first come, first served. Triage sessions are limited to 10 minutes.</b> <b>Brief Information, Referrals, and Intakes Only. Need extra help?</b> <b>Skip In-Person Triage and directly call the helpline or submit an online inquiry.</b>

**The ACCESS Center can help with:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Divorce/Dissolution of Marriage or Domestic Partnership/Legal Separation/Nullity of Marriage</li> <li>• Determine Parentage/Parental Relationship</li> <li>• Child Custody and Visitation</li> <li>• Child Support/Spousal Support</li> </ul> | <ul style="list-style-type: none"> <li>• Domestic Violence Restraining Orders</li> <li>• Civil Harassment Restraining Orders</li> <li>• Name Changes/Gender Changes</li> <li>• Evictions (Residential)</li> <li>• Guardianship of the Person</li> <li>• Conservatorship of the Person</li> <li>• Step-Parent Adoptions to Confirm Parentage</li> </ul> |
|--|--|

Effective June 2, 2020, the ACCESS Center has relocated to the Civic Center Courthouse,  
400 McAllister Street, Room 103, Windows 1 and 3, San Francisco, CA 94102-4514

For court information: [www.sfsuperiorcourt.org](http://www.sfsuperiorcourt.org)

For forms and additional info: [www.courts.ca.gov](http://www.courts.ca.gov)