

Department 66 Instructions

What to Do Before the Hearing:

*Santa Clara County Department of Child Support Services Court Hearings are conducted both in-person and remotely using MS Teams.

*Please Note: Department of Child Support Services will appear remotely by MS Teams

*At least two weeks before the hearing- If there is a Notice to Produce attached to the Notice of Motion, please review it carefully. Pursuant to state and local rules, you must file all required documents with the Clerk's Office, and fully complete, sign and file the 4-page Income and Expense Declaration (Form FL-150) including paystubs. An income and expense declaration of either parent may be released to the other parent for the purpose of establishing or modifying a support order. (PLEASE SEE DETAILS BELOW) * You must serve all parties including the Santa Clara County Department of Child Support Services (DCSS)

For additional information regarding e-Filing click on the link below

<https://santaclara.courts.ca.gov/forms-filing/e-filing>

If your documents contain personal information such as your address or social security number, you can redact or black-out this information from the documents that you are filing and serving on the other party. The copy for DCSS should not be altered.

Please Note that Santa Clara County Department of Child Support Services must comply with Family Code 17212 which is the disclosure of information of the items listed below.

* The payment history of an obligor pursuant to a support order may be examined by or released to the court, the obligor, or the person on whose behalf enforcement actions are being taken or that person's designee.

* An income and expense declaration of either parent may be released to the other parent for the purpose of establishing or modifying a support order.

Please be sure to serve DCSS at CSS-eservice@css.sccgov.org as well as the other party.

Do not file confidential documents, such as medical records or a return-to-work certificate. Instead, you can e-mail those documents.

at least two weeks before the hearing to Department66@scscourt.org.

You must copy DCSS at CSS-eservice@css.sccgov.org and the other parent on any email sent to the e-mail address.

ATTENTION: IF YOU DO NOT FILE OR SUBMIT DOCUMENTS BEFORE THE HEARING, YOUR HEARING MAY BE CONTINUED TO ANOTHER DATE

If you are self-represented and have questions about the court process or need assistance in filing a motion, you may contact the Family Law Facilitator's Office for assistance. You can call them at **408-882-2926**, choose option 3 (Hours are Mondays, Tuesdays, and Thursdays 8:30 am to 1:30 pm). They offer a Live Chat feature by going to their website at <https://santaclara.courts.ca.gov/self-help> and click on the "Chat Now" window at the bottom right of the screen during their Live Chat hours (Mondays, Tuesdays and Thursdays 8:30 am to 1:30 pm- Live Chat availability is subject to change)

What to Do on the Day of the Hearing:

Look at your paperwork to determine the time scheduled for your hearing. If you are unsure, hearing information for non-confidential cases can be accessed through the Court's Public Portal at the following link: <https://portal.scscourt.org/>.

Join the hearing 15 minutes prior to the start time indicated in your hearing notice so you can be checked in.

Parking (if you choose to appear in-person)

There is no free parking at court. Be prepared to pay for parking. There is a paid lot across the street from court. Parking meters are available near the courthouse but are limited to a two-hour maximum. The City of San Jose strictly monitors the parking meters. Change for meters is not available at court.

Do not bring children to the hearing (or allow them to listen in if appearing remotely)

Children are not allowed in the courtroom. If you must bring your children, please bring someone to watch your children outside the courtroom during your hearing- Failure to do so can result in your case being continued. There is a Children's Waiting Room at the Family Justice Center Courthouse for children between the ages of 2 to 12 however, the number of children it can accept is limited. It is suggested that you make an appointment in advance. Otherwise, they will take children on a first come, first served basis. Further information about the Children's Waiting Room is available online at www.scscourt.org or by calling (408) 882-2900.

Remote Hearing Instructions

ATTENTION

- *MS Teams is required for all Video and Phone hearings.
- *If appearing by phone all calls must be through MS Teams.
- *Cameras are required for all hearings

Click here to access Santa Clara County Superior Court Remote Hearing Webpage:

<https://santaclara.courts.ca.gov/online-services/remote-hearings>

Select the scheduled department (**66 or 71**). Confirm the department and time of the hearing **"Morning Session" (9:00 am)** or **"Afternoon Session" (1:30 pm)**

Click on the **"Open MS Teams Hearing"** hyperlink based on the department and hearing time.

If appearing by video, select **computer audio** and select **join now**. If appearing by phone, select **phone audio** and join now.

If appearing by video the host will add you once you select join now. If appearing by phone after joining the meeting you will be given the phone number and a conference id code. Please turn on your camera, the meeting host will add you to the hearing. **Please keep your phone on mute during the hearing, press *6 to unmute for attendance and when your matter is called.**

(Please note: AM/PM sessions have different access codes and access codes are changed weekly.)

(For additional assistance please refer to your original email and review the attached step by step Remote Hearing Instructions form)

ATTENTION

*MS Teams is required for all Video and Phone hearings.

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Remote Hearing Instructions

1. Select the scheduled department (**66** or **71**). Confirm the department and time of the hearing “Morning Session” (**9:00 am**) or “Afternoon Session” (**1:30 pm**)

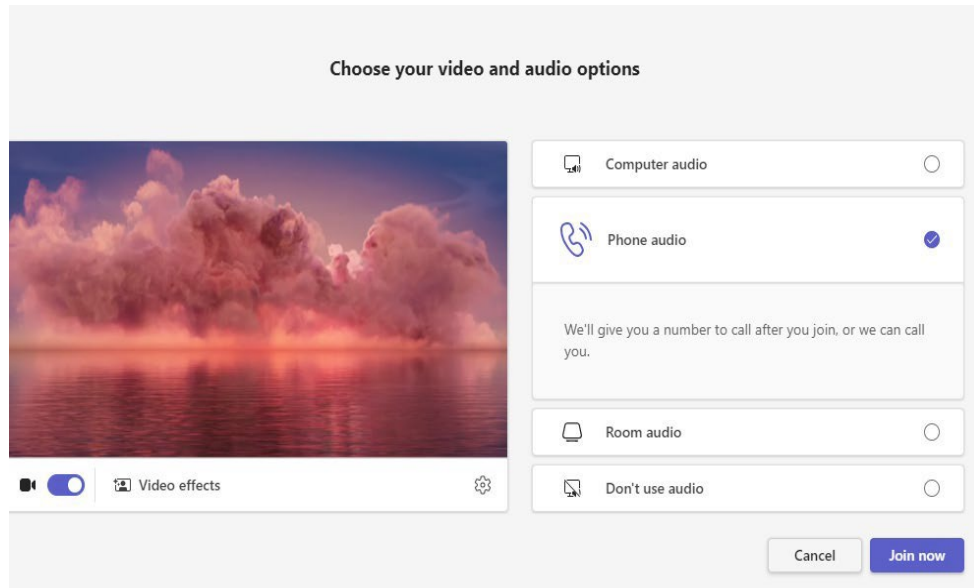
Click on the “[Open MS Teams Hearing](#)” hyperlink based on the department and hearing time.

The screenshot shows the website for the Superior Court of California, County of Santa Clara. The page is titled "Remote Hearings" and provides information on how to attend hearings remotely. It includes a table of hearing sessions for various departments, with the "Open MS Teams Hearing" link highlighted in yellow for Department 66 and Department 71.

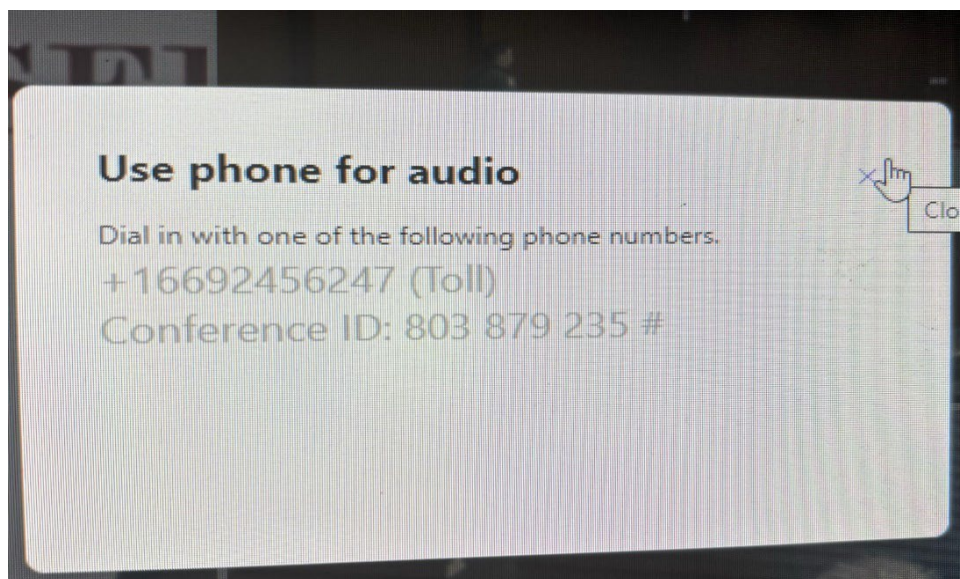
Dept. # Sort descending	Morning Session	Conf. Call #	Access Code	Afternoon Session	Conf. Call #	Access Code
Department 64	Open MS Teams Hearing	669-245-6247	824130518	Open MS Teams Hearing	669-245-6247	946444925
Department 65	Open MS Teams Hearing	669-245-6247	91796278	Open MS Teams Hearing	669-245-6247	141615918
Department 66	Open MS Teams Hearing	669-245-6247	469583175	Open MS Teams Hearing	669-245-6247	34115772
Department 71	Open MS Teams Hearing	669-245-6247	736334596	Open MS Teams Hearing	669-245-6247	803879235

(Please note: AM/PM sessions have different access codes and access codes are changed weekly.)

2. If appearing by video, select **computer audio** and select **join now**. If appearing by phone, select **phone audio** and join now.



3. If appearing by video the host will add you once you select join now. If appearing by phone after joining the meeting you will be given the phone number and a conference id code. Please turn on your camera, the meeting host will add you to the hearing. ***Please keep your phone on mute during the hearing, press *6 to unmute for attendance and when your matter is called.***



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