



County of Los Angeles
Child Support Services Department



TERRIE HARDY
Director

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Chief Deputy

Telephonic Appearances

We strongly encourage you to consider completing and submitting the attached Notice of Remote Appearance, rather than coming to court in person. There is no filing fee. In section 3 of the Notice, please mark "Audio Only" and provide a telephone number where the court can reach you on the court date, in the appropriate section at the top of the page. Videoconferencing is not available. See additional instructions in the attached court order

Please send the Notice via mail to the Los Angeles County Superior Court, 111 N. Hill Street, Room 425B, Los Angeles Ca 90012, or via facsimile to (442) 247-3946.
PLEASE NOTE: Faxed documents require the Facsimile Cover Sheet MC-005 and you will have to pay a fax fee by credit card

Comparecencias Telefónicas

Le recomendamos enfáticamente que llene y someta la "Notice of Remote Appearance" adjunta en vez de ir a la corte en persona, especialmente si tiene 65 años o más de edad o tiene una condición médica subyacente que lo pone en mayor riesgo de contraer una infección, enfermedad grave o tener peores resultados de Covid-19.

No se paga nada por someter la solicitud. Consulte las instrucciones adicionales incluidas en la orden judicial adjunta.

Por favor envíe la solicitud por fax al (442) 247-3946 o por correo a Los Angeles County Superior Court, 111 N. Hill Street, Room 425B, Los Angeles, CA 90012.

LOS ANGELES COUNTY CHILD SUPPORT SERVICES DEPARTMENT
5770 South Eastern Ave • Commerce, CA 90040 • (866) 901-3212

*"To enrich our community by providing child support services
in an efficient, effective and professional manner, one family at a time"*

Telephonic Participation:

The Court strongly encourages the parties participate at the hearing by telephone.

Any party who has already filed a Request for Telephonic Appearance (form FL-679) is now approved for a telephonic appearance at the next hearing, so long as a valid telephone number has been provided.

A party who has not yet filed the Request for Telephonic Appearance (form FL-679) may do so at any time up to the day before the hearing. A blank form FL-679 is provided along with this Order for your convenience.

No reason need be stated for requesting a telephonic appearance. You may, but need not, check box 3.d. on form FL-679 and write in "COVID-19" as the reason.

If a party wishes to appear by telephone, but fails to file the Request for Telephonic Appearance (form FL-679), then in the Court's discretion, that party may or may not be allowed to participate and appear by telephone, depending on the circumstances presented at the time of the hearing.

Financial Disclosure Required:

Parties must comply with Local Rule 5.9 for the next hearing date.

Rule 5.9 states:

"The parties must completely fill in all blanks on financial declarations (including the Income and Expense Declaration), as required by California Rules of Court, rule 5.92. If a party claims that a previously-filed financial declaration is 'current' within the meaning of California Rules of Court, rule 5.427(d), a copy must be attached to the moving or responding papers. In addition to the schedules and pay stubs required to be attached to the Income and Expense Declaration, the parties must bring to the hearing copies of state and federal income tax returns (including all supporting schedules) and all loan applications (whether or not the loan was granted) for the last two years."

WARNING: Failure to provide updated financial documentation may result in delay in resolving your case, having the matter taken off-calendar, or adverse findings about your finances.

When and How to Provide the Required Information if You Are Participating by Telephone:

Any party participating by telephone must provide the financial declarations, in addition to any other documentation the party wishes to have considered, to the Child Support Services Department (CSSD) at least one week (7 days) before the next Court date. CSSD will then share the information with the other party(ies) under its standard protocols.

This is necessary to allow CSSD to review the information and, to the extent feasible, make contact with you and the other party(ies) to discuss the information.

Send the information to CSSD by email or regular mail to the appropriate below address for the CSSD Division to which your case is assigned. You must include your full name and case number with the documents you mail in or on the subject line of your email. If you need more information about where to send your materials, contact your CSSD caseworker. It is your responsibility to communicate with CSSD regarding any issues concerning the transmission of your financial information.

eMail addresses:

CSSD-VanNuys@cssd.lacounty.gov

CSSD-Commerce@cssd.lacounty.gov

CSSD-Pomona@cssd.lacounty.gov

CSSD-SouthLA@cssd.lacounty.gov

CSSD-Torrance@cssd.lacounty.gov

CSSD-AntelopeValley@cssd.lacounty.gov

CSSD-Intergovernmental@cssd.lacounty.gov

Mailing address:

Child Support Services Department
5770 S. Eastern Ave.
Commerce, CA 90040