

## Civil Self-Help Services



Hall of Justice  
813 6th Street  
Room 117, First Floor  
Sacramento, CA 95814

## How can we help you?

Sacramento Superior Court's Civil Self-Help Services (SHS) can provide basic legal information about simple issues related to a civil case. We can help you prepare your own forms in the area of civil law. There is no fee for the help given at SHS.

Help is available to anyone who does not have an attorney.

## SHS cannot help with:

- Family Court issues such as divorce, child custody, or support.
- Domestic Violence Restraining Orders.
- Elder Abuse Restraining Orders.
- Probate matters.
- Unlawful Detainer or Small Claims matters.
- Criminal cases.
- Complex civil litigation.
- Medical or legal malpractice.
- Any matter where you are represented by an attorney.
- Appeals

## Services Available

- Civil Harassment Restraining Orders
- Petitions for Change of Name / Gender
- Form review before filing via Zoom.
- Claims of Exemption
- Help with motion practice– setting or reserving hearings, deadlines for responsive and reply pleadings, and tentative ruling procedure.
- Asking and answering discovery.
- Information regarding basic civil procedure.
- Expungement

## Location

SHS is in the Hall of Justice Building at 813 6th Street, Room 117, First Floor, two blocks west of the Gordon D. Schaber County Courthouse.

See map on the back panel.

[CLICK HERE](#) for directions.

## Please be advised...

- Self-Help Services is available to help complete documents and get information about Court procedures. Some issues and procedures are complex and outside the services offered by Self-Help Services.
- Self-Help Services will not represent you and can help both sides in the case.
- Self-Help Services staff cannot go with you to court.
- Conversations between you and Self-Help Services 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.
- Self-Help Services is not responsible for the outcome of your case.

## What should I have handy?

Your **case number** if you have one.

**Pen and paper** to take any notes.

**An interpreter.** It is not always possible for an interpreter to be arranged for remote assistance.

**Documents** related to your case. This may include bank statements and paystubs if you are completing a fee waiver or claim of exemption.



<b>Hours</b>				
Mon	Tue	Wed	Thu	Fri
8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00	8:30-12:00
1:30-4:00	1:30-4:00	1:30-4:00	CLOSED	1:30-4:00

Hours are subject to change based on staff availability.

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**Phone: (916) 874-1421**

**Email: [CivilSelfHelp@Saccourt.ca.gov](mailto:CivilSelfHelp@Saccourt.ca.gov)**

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