



GOVERNMENTAL AGENCY (under Family Code, §§ 17400, 17406) OR ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):

FOR COURT USE ONLY

TELEPHONE NO.:

FAX NO. (Optional):

E-MAIL ADDRESS (Optional):

ATTORNEY FOR (Name):

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

STREET ADDRESS:

MAILING ADDRESS:

CITY AND ZIP CODE:

BRANCH NAME:

PETITIONER/PLAINTIFF:

RESPONDENT/DEFENDANT:

OTHER PARENT:

REQUEST FOR TELEPHONE APPEARANCE

CASE NUMBER: ?

HEARING DATE:

TIME:

DEPT., ROOM, OR DIVISION:

See Information Sheet—Request for Telephone Appearance (form FL-679-INFO) for deadlines for filing this request, filing any opposition, and service.

1. I, (name): , am the [] petitioner/plaintiff

[] respondent/defendant [] other parent [] attorney for (name):

[] local child support agency (LCSA) representative [] other (specify): in this case.

If there are domestic violence or other confidentiality issues in this case and you do not want your home or work phone number made publicly available, provide another phone number in item 2 below. You will need to participate from this phone number, unless other options are available under local rules or procedures. Check with your court clerk.

2. I ask the court to allow [] me [] to appear from telephone number () set on (date) (time) in Department of the above-named court.

3. I would like the court to consider the following information in making its decision whether to allow a telephone appearance (check all that apply). (Note: The court can still deny your request, even though boxes are checked.)

a. [] I live or work outside the state of California in (specify location):

b. [] I live in County in California, which is miles from the above courthouse where the hearing is set.

c. [] I am disabled.

d. [] I am asking not to appear personally because of domestic violence.

e. [] I will be incarcerated or confined in (specify): prison, jail, or other institution at the time of the hearing.

f. [] The LCSA makes this request on behalf of (insert reason for request at g)

g. [] Other (specify):

a. [] I have filed this request at least 12 court days before the hearing and have served or will serve all parties (the local child support agency and other parent) and attorneys, if any, with this form by personal delivery, fax, express mail, or other reasonable means to ensure delivery by the close of the next court day after filing this form.

b. [] If there are financial issues to be decided, a current Income and Expense Declaration (form FL-150) or a Financial Statement (Simplified) (form FL-155) has been filed and served on all parties along with the request or response to the hearing. (Read page 2 of form FL-155 to determine which form to use.)

c. [] I have complied with all requirements of the local rules of court for other supporting proof.

5. I agree to be responsible for the costs and arrangements of this telephone appearance if required by the court. If this telephone appearance request is made by a LCSA on behalf of a party, parent, or witness, that person may be responsible for costs of the telephone appearance as may be required by the court.

6. [] Number of pages attached: ?

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE)



PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	CASE NUMBER:
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ADVISEMENT REGARDING TELEPHONE APPEARANCE

- I know that I can personally appear at this hearing, and I give up that right. I agree to be duly sworn upon request by the court clerk, holding up my right hand and agreeing under penalty of perjury under the laws of the State of California to tell the truth and nothing but the truth.
- I will provide my driver’s license number, social security number, or other information to verify my identity when asked by the court staff or conference call provider.
- I understand that the court may not have videoconferencing capabilities. I understand and assume the risk that I may not be able to personally see or inspect the pleadings, documents, or evidence; the witnesses’ facial reactions, demeanors, or hand gestures; or other visual or nonverbal aspects of the hearing.
- I understand that if I do not make the proper arrangements for a telephone appearance as set out in local rules or in directions provided by the court, the matter may proceed without my personal or telephone appearance and the court may decide my case based on the documents I filed for this hearing.
- I understand that the court, in its discretion, may decide to terminate the telephone appearance if it determines during the hearing that a personal appearance would materially assist in the determination of the proceedings. Other reasons for terminating the telephone appearance could include my not being available at the calendar call, delay, questions about credibility, disruption, noise, misconduct, a communication problem, a technical problem, and other problems.
- I understand that the court may decide at any time to require my personal appearance and continue my hearing.
- I assume the risks of cost, time, delay, repeated telephone calls, technical failure, a wrong number, and other problems that could arise out of this telephone appearance. I understand that if problems occur, the matter may proceed without my personal or telephone appearance and the court may decide my case based on the documents I filed for this hearing.
- I understand that if I need to present documents, present witnesses, cross-examine witnesses, or provide information that is not available at the hearing, it is my responsibility to ask the court to continue the hearing. The court may decide to grant or deny my request. I understand that any arguments or supporting proof should be served and filed on time before the hearing so that the court, the local child support agency, and the other parent have an opportunity to know about my case.
- I understand that the court may require me to make all arrangements for the telephone appearance at my own expense.
- I understand that if I have low income or no income, I may apply for a waiver of any filing fees and a possible waiver of conference call vendor fees. If the court makes collect calls for telephone appearances and so orders me, I will be available to receive a collect call from the court at the date and time specified. The telephone number will not be one that is blocked from receiving collect calls. If there are domestic violence or other confidentiality issues in the case and I do not wish my home or work phone number to be made publicly available, I may provide a number other than my home and work numbers at which the court can call me collect. I understand that I can check with the local court clerk or local rules of court regarding any additional local procedures that may be available to protect my confidentiality.
- If there are financial issues to be decided, I understand that it is my responsibility to timely file with the court and serve on the local child support agency and the other parent all necessary and appropriate pleadings and documents, including:
 - Income and Expense Declaration* (form FL-150) or *Financial Statement (Simplified)* (form FL-155), whichever is appropriate.
 - My pay stubs from the last two months or other proof of income.
 - The proposed guideline support calculation (optional unless required by local court rule).

This case may be referred to a court commissioner for hearing. By law, court commissioners do not have the authority to issue final orders and judgments in contested cases unless they are acting as temporary judges. The court commissioner in your case will act as a temporary judge unless, *before the hearing*, you or any other party objects to the commissioner’s acting as a temporary judge. If you or the other party objects, the court commissioner may still hear your case to make findings and a recommended order to a judge. If you do not like the recommended order, you must object to it within **10 court days** in writing (use *Notice of Objection (Governmental)* (form FL-666)); otherwise, the recommended order will become a final order of the court. If you object to the recommended order, a judge will make a temporary order and set a new hearing.

I have read the Advisement Regarding Telephone Appearance section of this form and I understand that the terms apply to me. If the LCSA is making this request, it verifies this advisement was provided to the party, parent, or witness, and that person indicated that he or she understands that the terms apply to him or her.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____ (TYPE OR PRINT NAME)



_____ (SIGNATURE)

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	CASE NUMBER:
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PROOF OF SERVICE

1. At the time of service I was at least 18 years of age and not a party to the legal action.

2. My residence or business address is *(specify)*:



3. I served a copy of the foregoing *Request for Telephone Appearance (Governmental)* and all attachments as follows *(check a, b, or c for each person served)*:

a. **Personal delivery.** I personally delivered a copy and all attachments as follows:

(1) Name of party or attorney served: (2) Name of local child support agency served:

(a) Address where delivered: (a) Address where delivered:

(b) Date delivered: (b) Date delivered:

(c) Time delivered: (c) Time delivered:

b. **Mail.** I am a resident of or employed in the county where the mailing occurred.

(1) I enclosed a copy in an envelope and

(a) **deposited** the sealed envelope with the U.S. Postal Service with the postage fully prepaid.

(b) **placed** the envelope for collection and mailing on the date and at the place shown below, following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the U.S. Postal Service in a sealed envelope with postage fully prepaid.

(2) Name of party or attorney served: (3) Name of local child support agency served:

(a) Address: (a) Address:

(b) Date mailed: (b) Date mailed:

(c) Place of mailing *(city and state)*: (c) Place of mailing *(city and state)*:

(3) **Address Verification** *(please specify)*:

(a) I served a request to modify a child custody, visitation, or child support judgment or permanent order, which included an address verification declaration *(Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order (form FL-334) may be used for this purpose)*.

(b) The address for each individual identified in items 3a and 3b was

(i) verified by the California Child Support Enforcement System (CSE) as the current primary mailing address on file.

(ii) other *(specify)*:

c. **Other** *(specify)*:

Additional page is attached.

I declare under penalty of perjury under the laws of the State of California that the following is true and correct.

Date:



(TYPE OR PRINT NAME)



(SIGNATURE OF PERSON WHO SERVED REQUEST)

SHORT TITLE: 	CASE NUMBER:
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ATTACHMENT (Number): _____

(This Attachment may be used with any Judicial Council form.)



(If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)

Page _____ of _____

(Add pages as required)

Next Steps



Follow these simple steps in order to successfully submit your Request for a Telephone Appearance.

☆ **Review**

If you have any questions about your forms, please bring them to the Family Law Facilitator/Resource Center to have them reviewed or send an email to childsupportselfhelp@sb-court.org. The Request for Telephone Appearance Form is not complicated and you may feel comfortable without having the form reviewed by us.

☆ **Fees**

To file the Request for Telephone Appearance (FL-679), there is no court fee. However, there is a fee for using the CourtCall service to make the telephone appearance. If you cannot afford the fee, you may apply for a fee waiver. Submit your application and fee waiver order with the Request for Telephone Appearance. Bring an extra copy of the Order on Court Fee Waiver when you file your Request, because you will need an actual copy of the fee waiver order to give to CourtCall to cover their charges.

☆ **Copy**

Make 2-3 copies of your originals. The number depends upon whether the other parent is involved in your hearing. If so, then you will need to make 3 copies of the Request for Telephone Appearance (FL-679) form.

☆ **Serve**

Someone other than yourself needs to mail a copy of the request to the other parties – the Department of Child Support Services and the other parent (if applicable). The proper way to perform the service is to have another adult (not you) mail one copy of your Request for Telephone Appearance to each. That server person fills out the Proof of Service on page 3 of the Request for Telephone Appearance form and signs it.

☆ **File**

Take the original paperwork plus 1 copy to the clerk's office to file. For government child support cases, there is no filing fee for the Request. However, CourtCall does charge a fee for making the conference call to the courthouse for you. If needed, you may also file a request to waive fees to cover the cost of CourtCall. (Form FW-00_ & FW-003)

If you can't come in person to file your documents, you may always mail them in to the clerk's

office with a stamped, self-addressed envelope.

Note: You can also fax file your Request for Telephone Appearance. You will incur the fees for fax filing.

Please contact the clerk's office with questions: (909) 386-9126 (San Bernardino Child Support Courthouse) or (760) 245-6215 (Victorville Courthouse, Child Support)



Approved?

The clerk's office will contact you and let you know if your Request for Telephone Appearance was approved by the judge. You will then receive directions from the clerk's office about how to contact CourtCall.

Helpful Tips for Using CourtCall

www.courtcall.com

- ⇒ You can't just call up CourtCall and pay the fees. CourtCall verifies the hearing date and approval before providing services.
- ⇒ Once you are approved and you contact CourtCall, make sure to get written confirmation from them. If you don't have the confirmation, you may not have properly arranged for their services.
- ⇒ If your hearing date cancels ahead of time, be sure to let CourtCall know prior to the original date/time to get a refund or re-set.
- ⇒ If your hearing isn't finished in one session, ask the judge during the hearing to allow you to do CourtCall for the next session. If the Judge doesn't put the approval on the minute order, then you will need to submit a new Request for Telephone Appearance.

**Next Steps:
Request for Telephone Appearance
Government Child Support**