

## What if I need help?

The ACCESS Center at San Francisco Court can help you for free, if:

- your case is not a criminal case, and
- you do not have a lawyer.

If you have a lawyer, you **cannot** use our services because your lawyer is the one who should help you.

ACCESS Center can help you with:

- Small Claims
- Evictions
- Name Change
- Gender Change
- Civil Harassment Restraining Orders

ACCESS drop-in hours are:

Monday: 1:00 – 4:00  
Tuesday: 8:30 – Noon  
Wednesday: 8:30 – Noon  
1:00 – 4:00  
Thursday: 8:30 – Noon  
1:00 – 4:00  
Friday: 8:30 – Noon

Civic Center Courthouse, Room 208

Or, email ACCESS at:  
[access@sftc.org](mailto:access@sftc.org)

### Small Claims

Contact ACCESS or call the Advisor at:  
**415-292-2124**

### Family Law

Go to the Family Law Self-Help Center.  
Civic Center Courthouse, Room 009  
8:30 – 12 noon & 1:30 – 4 p.m.  
Monday – Thursday  
*(first-come first-served — they are very busy, so come early!)*  
Or for 24-hour recorded information, call:  
**415-551-3991**

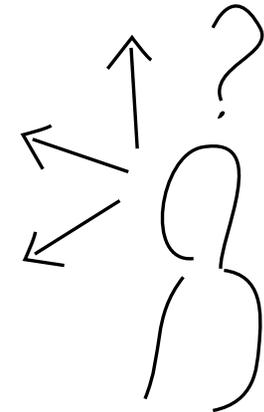
### Traffic

Find out about workshops on how to fight your ticket.  
Hall of Justice, Room 101  
Or go to:  
**[www.sfgov.org/courts](http://www.sfgov.org/courts)**  
*Workshops are held once a month.*

### Guardianships

Get a packet and help with your forms.  
Civic Center Courthouse, Room 202 or 103  
Or, to get an appointment, go to Room 202. Or call:  
**415-551-3650**

# Where do I go?



**ACCESS**

#### A Guide to

**San Francisco Superior Court**  
400 McAllister Street  
Room 208  
San Francisco, CA  
94102-4514

**415.551.5880**  
**[www.sfgov.org/courts](http://www.sfgov.org/courts)**

## Where do I go?

Traffic cases are at the

*Hall of Justice*  
850 Bryant St.  
San Francisco, CA 94103

### **MUNI:**

19, 47, 12, & 27

All other cases are in the

*Civic Center Courthouse*  
400 McAllister Street  
San Francisco, CA 94102  
(corner of Polk and McAllister)

### **BART:**

Take the Civic Center exit

### **MUNI:**

5, 42, 47, 49, F, J, K, L, M

## Where do I get court forms and file my court papers?

For **Civil**, **Small Claims** or **Probate** cases, go to:

*Civic Center Courthouse, Room 103*

For **Family Law** cases (except juvenile delinquency), go to:

*Civic Center Courthouse, Room 402*  
(You can also get forms in Room 103.)

For adult **Traffic** cases, go to:

*Hall of Justice, Room 101*

## What happens at the San Francisco Superior Court?

The San Francisco Superior Court handles all criminal and civil cases. Special departments handle different kinds of cases, including:

- **General Civil:** The most common civil cases are: personal injury, property damage, contracts, name change, and civil harassment.
- **Landlord/Tenant:** Disputes about renting or leasing property like, evictions.
- **Small Claims:** Cases where there is \$5,000 or less in dispute. In Small Claims Court, the filing fees are very low, the process is very informal and you are not allowed to have a lawyer.
- **Family Law and Juvenile:** Cases that affect families like, child custody and visitation, child support, divorce, domestic violence, child abuse or neglect, adoptions, and most cases involving children.
- **Traffic:** Cases like driving violations or “fix-it” tickets.
- **Probate:** Cases about what happens to someone’s property when they die, some trusts, guardianships of children, and conservatorships of adults who cannot take care of themselves.
- **Criminal:** Cases that accuse someone of a crime, like stealing, selling drugs, or murder. These cases take place at the Hall of Justice.

## What if I want to see my court file?

If you want to see or copy the documents in your court file, go to:

*Civic Center Courthouse*  
Public Viewing, Room 103  
(at the end of the hall)

To see your Traffic court file, go to:

*Hall of Justice, Room 101*

Most records are public. But, some may be confidential. This means you are not allowed to see them.

## What if I don’t speak English?

You can bring your own interpreter. Or, if you don’t have an interpreter, we can help you.

We have information in many languages. We also have staff that can help you in many languages.

**Remember:** We cannot give you an interpreter for your hearing. Bring an adult to interpret for you on the day of your hearing.

## What if I need a lawyer?

To hire a lawyer, call the San Francisco Bar Association’s Lawyer Referral Service:

**415-989-1616**