



## SELF-HELP SERVICES

### Services Offered

The Self-Help Resource Center staff is available to assist self-represented litigants with family law, guardianship, small claims, and landlord/tenant cases. The center provides free online form kits, information, and instructions for completing all forms. Once you have completed and printed the forms, Resource Center staff will gladly review your forms and answer questions about processes and procedures. Forms can be found on the court website at [www.sb-court.org/SelfHelp/OnlineFormKits](http://www.sb-court.org/SelfHelp/OnlineFormKits)

### Email or Phone Help

Family Law: 909-269-8826 or 800-722-1853  
 Small Claims and Landlord/Tenant: 909-708-8606 or 800-634-9085  
 (800 numbers only work when dialed outside 909 area code.)

Child Support	<a href="mailto:ChildSupportSelfHelp@sb-court.org">ChildSupportSelfHelp@sb-court.org</a>
Family Law	<a href="mailto:SelfHelpForms@sb-court.org">SelfHelpForms@sb-court.org</a>
Landlord/Tenant	<a href="mailto:LandlordTenant@sb-court.org">LandlordTenant@sb-court.org</a>
Small Claims	<a href="mailto:SmallClaims@sb-court.org">SmallClaims@sb-court.org</a>

### Self-Help Locations and Hours

Barstow Fontana San Bernardino Historic Victorville	<b>Monday to Thursday</b> 8:30 AM to 4:00 PM
Rancho Cucamonga Law Library	<b>Friday</b> 9:00 AM to 4:00 PM
San Bernardino Child Support	<b>Monday to Thursday</b> 8:30 AM to 4:00 PM  <b>Friday 8:00 AM to 12:00 PM</b>
Joshua Tree	<b>2nd and 4th Friday of the Month</b> 9:00 AM to 11:30 AM and 12:30 PM to 3:00 PM

### Restraining Orders

Assistance with domestic violence restraining orders can be obtained from domestic violence shelter organizations who partner with the Court. These services are provided at the San Bernardino Historic Courthouse and the Victorville Courthouse.

The San Bernardino Superior Court now offers a free online program to fill out the forms to request or respond to a Domestic Violence Restraining Order. Depending on your situation, it may take from 15 minutes to two (2) hours to answer all of the questions. After answering all of the questions you will be able to send the completed form to the courthouse over the Internet, or print the completed form to take to the courthouse for filing. The website is [www.sb-court.org/Divisions/FamilyLaw/DomesticViolence](http://www.sb-court.org/Divisions/FamilyLaw/DomesticViolence).



Scan the QR code at the left with a smartphone or internet-capable mobile device to access more information on the Court website.

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## Traffic Information

### Payments

There are many payment options to save trips to the court.

**Methods:** Cash, check, cashier's check, money order, debit card, Visa, MasterCard and Discover Card.

**Where:** Online, by phone, by mail, in person at all court locations, or by placing your payment in the drop box located outside the court. The drop box is for non-cash payments only. Kiosks and walk-up windows are available at some locations.

If you have a financial hardship and can show that you are unable to pay the full amount for your traffic ticket offenses, you may request the court to consider your ability to pay in setting the fine amount. However, you must appear before the court to do so. Also, if you are ordered to pay a fine you may ask the court for an installment payment plan that is based on your ability to pay, or ask the court to approve community service due to financial hardship.

You can call our automated telephone system at **909-481-4228** or **760-241-9529**. By phone, you can request a one-time, 60 day extension of your date to appear and, for an additional fee, you may pay your fine or request traffic school.

Failure to pay or appear on or before the appearance date on your ticket may result in an additional fee, a hold placed on your driver's license and a referral to collections.

If you have additional questions or wish to set up a payment plan, please call the Court Call Center at **909-387-1470**.

### Traffic School

Sign up for traffic school by phone, mail, online, or at any court location; a list of all approved traffic schools can be sent to you. If the Court does not receive proof of completion within 90 days, the citation will be reported to the DMV.

For information about traffic school eligibility visit one of the following websites:

- [www.sb-court.org/Divisions/Traffic/TrafficSchoolInfo.aspx](http://www.sb-court.org/Divisions/Traffic/TrafficSchoolInfo.aspx)
- [www.courts.ca.gov/Selfhelp/Traffic](http://www.courts.ca.gov/Selfhelp/Traffic)
- [www.courts.ca.gov/rules](http://www.courts.ca.gov/rules) (Rule of Court 4.104)

Generally you are eligible for traffic school if:

- You have a valid driver's license
- The offense occurred while driving a noncommercial vehicle, and
- Your traffic ticket is for an infraction that is a moving violation

# SUPERIOR COURT OF CALIFORNIA

## COUNTY OF SAN BERNARDINO

## RESOURCE GUIDE



EXCELLENCE

INTEGRITY

FAIRNESS

ACCOUNTABILITY

INNOVATION

EQUAL ACCESS



Our Court exists to preserve and protect rights and to effect fair resolutions of all disputes brought to the Court.

For more information, please visit the court website. Many services are available online for your convenience.

## www.sb-court.org

- Pay your traffic ticket, sign up for traffic school, or request an extension
- Reserve a court date
- Pay court-ordered fines or fees
- Look up jury service information or request an extension
- Find information about where to file your type of case
- Self-Help services (for people without attorneys)
- Find court case information with our Open Access Case Information System
- Purchase copies of select filed documents (civil, small claims, and unlawful detainer), excluding confidential filings
- Find daily calendar information
- Online form preparation and eFiling (TurboCourt)
- Family Court Services Conservatorship Orientation Class
- View probate case notes
- View job openings and employment information
- Translation of site information in multiple languages
- Americans with Disabilities Act accommodations
- Find links to other government agencies

Most public libraries and the San Bernardino County Law Library have computers with access to the Internet.

## Jury Service

The Court provides interactive web and voice response systems 24 hours, seven (7) days a week, to assist jurors with general questions, to reschedule jury service, and to request proof of jury service.

The website is [www.sb-court.org](http://www.sb-court.org). Jurors can go to our website and watch the jury video on-line.

You may call us at **909-884-1858** or toll-free at **1-866-402-5879**. Jury staff is available 8 AM to 4 PM, Monday through Friday, excluding court holidays.

- **One Day/On Call Service:** You will be on call for one (1) day, and you may not need to report to court. Once you report to court, your service will end that day, unless you are called to a courtroom. If you are called to a courtroom, your jury service will continue until that case ends or you are excused.
- Free parking at all court locations. Parking may be limited at some locations, so plan to arrive early.
- Jurors are generally paid on the last day of the trial.
- Free wireless internet service is available at each court location.

## ADA Accommodations

The Court is committed to accommodating our customers with disabilities. A request should be made using Judicial Council Form MC-410, available on the court website and at the courthouses. If in writing, this form must be filed with the Court no fewer than five (5) court days before the requested date.

## Community Service

### Court Speakers Bureau

Want to learn more about the Court? Our Court Speakers Bureau provides an opportunity for judges, commissioners, and administrators to make presentations about issues of mutual concern to the Court and the community at public functions, such as chamber of commerce meetings, service clubs, community action groups, and schools. To contact the Speakers Bureau, email [courtspkbrureau@sb-court.org](mailto:courtspkbrureau@sb-court.org)

### Court Volunteer Program

Volunteers play an integral role at the Superior Court. Volunteers donate many hours of service in a variety of ways, in a number of different departments. Please contact Human Resources at **909-521-3700** to obtain information on our volunteer program or apply online at [www.sb-court.org](http://www.sb-court.org). Information regarding the Volunteer Program can be found under General Information.

## Court District Directory

When visiting the courthouse, you will need to complete security screening at the entrance. Plan your visit to allow enough time, especially in the morning. Cell phones with cameras are permitted inside the courthouse but cannot be used to photograph, record, or broadcast without prior court approval.

BARSTOW	Small Claims, Traffic, Landlord Tenant, Traffic, and Restraining Orders:.....	760-718-3700
FONTANA	Small Claims, Landlord Tenant, and Traffic:.....	909-350-9322
JOSHUA TREE	Family Law, Small Claims, Civil Restraining Orders, and Landlord Tenant:..... Criminal and Traffic:.....	760-974-3047 760-974-3048
JUVENILE COURT	Delinquency:..... Dependency:.....	909-269-8840 909-269-8900
RANCHO CUCAMONGA	Civil Restraining Orders:..... Criminal:..... Appeals:.....	909-285-3539 909-350-9764 909-521-3573
SAN BERNARDINO	Child Support:.....	909-269-8789
SAN BERNARDINO HISTORIC	Family Law:..... Family Court Services:.....	909-521-3136 909-521-3180
SAN BERNARDINO JUSTICE CENTER	Civil:..... Criminal:..... Human Resources:..... Probate:.....	909-708-8678 909-384-1888 909-521-3700 909-521-3388
VICTORVILLE	Criminal, Juvenile, Family Law, Child Support, Small Claims, Landlord Tenant and Civil Restraining Orders:.....	760-245-6215

For court addresses, directions and service hours please visit our webpage at [www.sb-court.org](http://www.sb-court.org).



## SAN BERNARDINO

is the largest county, by geographic size, in the continental U.S., spanning 20,160 square miles. Our county is larger than each of the nine smallest states, larger than the five smallest states combined, and larger than 71 sovereign nations.

A total of 71 judges, 15 commissioners, and 1,002 staff serve a population of 2,035,210.

Hundreds of thousands of court cases are handled in San Bernardino County every year. There were 337,040 filings in the 2015 calendar year.

Case Type	Calendar Year 2015
Felonies	13,843
Non-Traffic Misdemeanors	35,313
Traffic Misdemeanors	33,565
Non-Traffic Infractions	8,403
Traffic Infractions	161,482
Appeals	484
Habeas Corpus	420
Juvenile Delinquency	2,679
Juvenile Dependency	3,347
Civil (Limited & Unlimited)	31,542
Family Law	29,581
Small Claims	12,927
Mental Health	1,030
Probate	2,424
<b>Total</b>	<b>337,040</b>

The Court's fiscal year 2016-17 (July 1, 2016-June 30, 2017) operating budget is \$128,922,795.

