FAMILY COURT SERVICES

Superior Court of California, County of Lassen

Hall of Justice • 2610 Riverside Drive • Susanville, CA 96130
(530) 251-8205 • Mediation@LassenCourt.ca.gov

Submitting Documents to Family Court Services

Instructions for Parents

Before the Mediator/Child Custody Recommending Counselor can review any document you submit for a custody or visitation case, the other parent must receive a copy. Please read the following rules before submitting documents.

1. **Serve the other parent first.** Family Court Services will only accept documents that have been copied and given (served) to the other parent **before** they are submitted to Family Court Services. Documents may be served by mail or personal delivery, or by email or text message if the other parent has agreed to receive documents that way.

2. **Include a Proof of Service.** Submit your documents together with a completed Proof of Service (form LSC-FCS-100) to confirm you gave copies to the other parent.

3. **Documents without a Proof of Service will be returned.** If the Proof of Service is not included, the documents cannot be given to the Mediator/Child Custody Recommending Counselor for review and will be returned to you.

4. **Recordings are not accepted without a court order.** Family Court Services does not accept recordings of any kind, including audio, video, voicemail, and cell phone messages, unless the court has ordered it. Under California law, some recordings cannot be used without the consent of everyone recorded, so the court decides whether a recording may be considered.

Why this matters: The Mediator cannot review information from one parent unless the other parent has received it too. This keeps the process fair to both parents. See Local Rules of Court, Rule 12.1(J).