



How to Schedule an Appointment with the Self-Help Center

Placer Superior Court is pleased to offer guidance and instructions for scheduling and holding appointments with the Self-Help Center.

Please find step-by-step instructions by clicking on the buttons or by scrolling to page 2 and 3.

You can schedule your appointment in advance by visiting www.placer.courts.ca.gov.

Click on **Online Services** or select **Online Appointments** on the homepage.

**I want to Schedule
In Advance**

**CLICK HERE FOR
INSTRUCTIONS**

You can visit the court at **8am Monday – Friday** to select a Walk-In Appointment.

Visit the kiosk on the first floor. Select Legal Self Help. Appointments are often filled quickly.

**I want a Walk-In
Appointment**

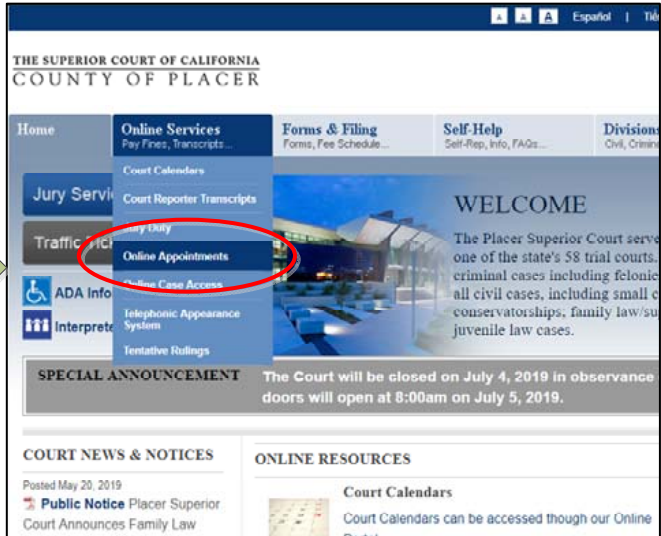
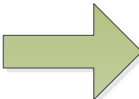
**CLICK HERE FOR
INSTRUCTIONS**



Click Here to Return to Page 1.

How to Schedule an Appointment ONLINE

Go to www.placer.courts.ca.gov.
On the **Online Services** tab, select **Online Appointments**.



Determine which appointment is best for you and scroll to the bottom of the page to click on the link.

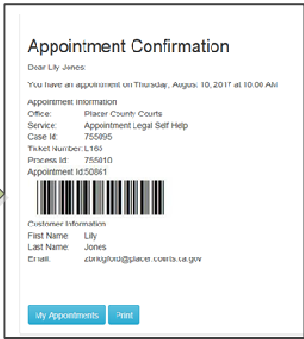
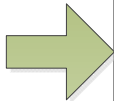
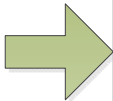
Select your service from the drop down menu. (Appointment Legal Self-Help)

Select a date.
Green dates are available.

Select a time from the drop down menu.
Only available times will be displayed.

Enter your information.
You will receive a confirmation email with your barcode.

Print or screenshot your barcode.
Bring your barcode to the appointment and scan it at the kiosk to receive a number.





How to Schedule an Appointment IN-PERSON

To Schedule Your Appointment...

Arrive at 8am and go to the kiosk on the first floor of the Roseville Courthouse.

Select **Legal Self-Help**

Answer the question "Do you have an appointment?" **NO**

Select an available **appointment time**.

Enter your case number, if you have one.

Take the barcode printed by the kiosk.

Return to check in 15 minutes before your appointment time.



To Check-In for Your Appointment...

Up to 15 minutes before your appointment, go to the kiosk on the first floor of the Roseville Courthouse.

Select **Legal Self-Help**

Answer the question "Do you have an appointment?" **YES**

Scan your barcode.

Take the ticket printed by the kiosk and listen for your number to be called.

