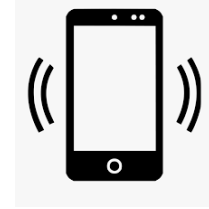




## SELF-HELP CENTER APPOINTMENTS



### How to Schedule a Self-Help Center Appointment:

- Visit [placer.courts.ca.gov](http://placer.courts.ca.gov).
  - In the top ribbon, click on “Online Services” OR if on a mobile device, click on ☰ and select “Online Services” from the available options.
  - From the drop-down menu, select “Schedule Appointments Online.”
  - On the next page, click on “Schedule an Appointment.”
- Make an Appointment
  - Under “Service,” select either “Self Help Appointment: Telephone,” “Self Help Appointment: Video,” or “Appointment: Self Help” (in-person appointments only).
  - Choose a date for your appointment.
  - Select a time for you appointment. Note: only available timeslots will appear.
  - Provide your first and last name along with an email.
  - Click the “Submit” button.
  - Review your request on the next screen. If the information is correct, click “Finish” at the bottom of the page.
- You will be sent to a confirmation page (page will contain a bar code).
  - The appointment was successfully scheduled.

### Important Information:

- After scheduling your appointment, you will be sent a confirmation email to the email address provided when scheduling the appointment.
  - For telephone appointments, there will be instructions on the confirmation email providing you a telephone number to call at your scheduled appointment time. The Self-Help Office will not call you for the appointment.
  - For video appointments, you will receive a second email by 5:00 PM the court day prior to your appointment. This second email will have a link to join the video appointment at your scheduled time.
  - For in-person appointments, read the confirmation email on how to check-in at the kiosk on the first floor of the Roseville Courthouse on the day of your appointment.
- Contained in the confirmation email for telephone and video appointments only, there will be a link to review the Self-Help Center’s *Disclosures and Waivers*.
  - After reviewing the *Disclosures and Waivers*, please inform our office that you have read and understand the disclosures by emailing [CIC@placer.courts.ca.gov](mailto:CIC@placer.courts.ca.gov).

