

SUPERIOR COURT OF CALIFORNIA COUNTY OF ALAMEDA

FAMILY COURT SERVICES

Hayward Hall of Justice
24405 Amador Street, Hayward, CA 94544
Telephone: 510-690-2500
Email: familycourtservices@alameda.courts.ca.gov

IMPORTANT REQUIREMENTS

- Attending scheduled mediation is mandatory pursuant to Family Code 3170.
- Complete a *Family Court Services Intake Form* and email to familycourtservices@alameda.courts.ca.gov.
- The Intake Form must be submitted to Family Court Services AS SOON AS POSSIBLE to prevent any scheduling delays.
- Your mediation appointment cannot be scheduled until the completed Intake Form is received by Family Court Services, including contact information for both parents.
- Your mediation appointment will be sent to you and the other parent by email and/or text at the phone number provided.

The *Family Court Services Intake Form* can be obtained on the Superior Court Family Law webpage, <https://www.alameda.courts.ca.gov/divisions/family-law>.

DURING THE MEDIATION APPOINTMENT AND AFTER

- Mediation appointments are conducted remotely via Zoom.
- If there are sworn allegations of domestic violence between the parties, the appointments will be scheduled separately.
- Following the mediation session, the counselor will prepare a written report.
- The report will be submitted to you by email three (3) court days prior to the hearing date.

IMPORTANT: Child Custody Recommending Counselors are legally required to report suspected allegations of child abuse and where a person presents a danger to themselves or others.