



**Superior Court of California
County of Trinity**

Dear Parent:

You have been ordered to participate in a court ordered child custody recommending counseling or “mediation” appointment. Please carefully review the instructions below about participating in this appointment by phone or videoconference. If you have questions, you can call Family Court Services at (530) 623-1404 between 8:00am and 12:00pm, Monday through Wednesday.

Remote Mediation Instructions for Parents

Due to the COVID-19 crisis, all Family Court Services (FCS) mediation appointments will take place by telephone or videoconference. **Do not report to the courthouse for your appointment.**

1. If you have not already done so, please immediately call FCS at (530) 623-1404 between 8:00 am and 12:00 pm, Monday through Wednesday, to ensure your appointment is scheduled as soon as possible and provides a safe environment for both parents. **You will need to complete and email the intake form to sgreen@trinitycounty.org prior to your appointment.** Please note the use of email for communication with your Mediator/CCRC will be *extremely limited*.
2. Complete the Child Custody Recommending Counseling Orientation Video and the Downloadable Intake Form at <https://www.trinitycourts.gov/family-court-services>. Send this completed form by email to FCSMediation@trinitycounty.org. You may also fax it to the number listed below or request it be placed in the FCS’s mailbox at the Clerk’s office.
3. Someone from FCS will contact you regarding your appointment. Please be aware that your mediator/CCRC may be calling from a blocked number. A link for a video conference call will be sent to your email address as well.
4. It is important to have as much privacy as possible during the mediation. Please identify where you can be for up to two hours for your appointment.
5. If possible, please secure headphones for the appointment if there will be children or other adults nearby so they do not overhear the conversation. It is important for children to be protected from adult matters and disputes.
6. Recordings of any type during the mediation are prohibited.
7. We understand that parents will have children at home with them during this time and we will be as flexible as we can be. We ask that you be flexible and understanding as well.

Best Regards,
Family Court Services, Trinity Superior Court