



**LASSEN SUPERIOR COURT, HALL OF JUSTICE**  
**FAMILY COURT SERVICES**

2610 Riverside Drive, Susanville, CA 96130  
(530)251-8205

**TO: FAMILY COURT SERVICES CUSTOMERS**

**RE: DOCUMENTS SUBMITTED TO MEDIATORS/CCR COUNSELORS**

1. Family Court Services **will only** accept documents for a custody/visitation case that have been copied and served on the other parent **prior** to submission to Family Court Services and review by the Mediator/CCR Counselor.
2. To confirm that you have given copies to the other parent, you must submit the documents with the attached Family Court Services, Proof of Service form.
3. If the Proof of Service form is not provided to Family Court Services with the documents for submission to the Mediator/CCR Counselor, the information **cannot** be submitted to the Mediator/CCR Counselor for review. The documents will be returned to the submitting party.
4. Recordings in the form of tapes, videos, cell phone messages, DVDs, etc. **cannot** be submitted to the Mediator/CCR Counselor without a court order.



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**FAMILY COURT SERVICES PROOF OF SERVICE**

**RE: DOCUMENTS SUBMITTED TO FAMILY COURT SERVICES**

**Case Number:** \_\_\_\_\_ **Case Name:** \_\_\_\_\_

**Description of Documents:**

**Name of Other Parent:** \_\_\_\_\_

I declare, under penalty of perjury, that I have provided the foregoing documents totaling \_\_\_\_ pages to the other parent:

by  mail or  personal service at the following address:

\_\_\_\_\_

on \_\_\_\_\_.  
(date)

I declare under penalty of perjury, that the foregoing is true and correct, and that this declaration was executed on \_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name