

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA**

Family Law Division

Address: 201 North First Street, San José, CA 95113

Main Number: (408) 534-5600

Clerk's Office: (408) 534-5711

**Mailing Address:**

191 North First Street, San José, CA 95113



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**TO: Family Court Services Clients**

**RE: Documents Submitted to FCS Counselors**

1. **Family Court Services (FCS) will only accept document or materials for a custody/visitation case that have been copied and submitted to the other parties.**
2. You must provide copies of any documents or materials to the other parties before you give any written information or pictures to Family Court Services (FCS).
3. To confirm that you have given copies to the other parties, you must submit with the documents **a signed declaration made under penalty of perjury of mailing or personal service.**
4. A declaration form is printed on the reverse side of this notice **for your use.**
5. If there is no proof of service or a signed declaration attached to the documents or other materials, Family Court Services (FCS) counselors will not review them and will return the information to the submitting party.

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**DECLARATION OF MAILING OR PERSONAL SERVICE**

**RE: Documents/Materials Submitted to Family Court Services**

I declare, under penalty of perjury, that I have provided copies of all of the attached documents and/or materials totaling \_\_\_\_\_ pages to the other attorney's and parties, listed below, prior to submitting them to Family Court Services by  mailing or  personal service on \_\_\_\_\_ to the following persons at the following addresses.

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