

El Cajon Courthouse –Instructions

Address: 250 East Main Street, El Cajon 92020

Business Office Hours: Monday – Friday, 8:30am – 4pm (All files must be returned before closing time)

There is a parking garage in the front of the building, but it gets completely full by 8 am. If you arrive and find the lot is full you can also drive to the 1st street past the courthouse (Ballantyne) and make a left at the light, and another left on Park St. As you continue on Park there will be a strip mall on your right with signs that say, “Juror Parking.” You can park in any of these spaces. You can also turn into that mall parking lot and use any of the spots marked “County.” This parking is behind the courthouse building. If these spaces are not available there is street parking in the neighborhood across the street from the courthouse.

As you enter the building, you will go through security (your CASA badge will not get you special treatment here!) and make sure you do not have anything on your person that could be construed as a weapon or it will be confiscated. All juvenile dependency matters are on the sixth floor and the elevators will be in front of you, slightly to the right. **Be sure to use the elevators on the right side**, as the ones on the left do not go to the 6th floor. After exiting the elevators on the 6th floor, turn to your left and then make your first right; you will be in the Dependency courtroom waiting area. This is the only courtroom on this floor so everybody in this area should be there for a dependency hearing.

Attending a Hearing

If you are there for a hearing, please bring your CASA badge. Wait outside the courtroom in the waiting area until the Court Officer comes out around 8:15/8:30 to check people in. Notify them of which hearing you are there for and that you are the CASA. Once you are checked in you can wait in the courtroom or outside in the waiting area. When your hearing is called, sit at the table towards the right hand side near your youth and/or their attorney. When addressing the judge, please stand and refer to the judge as “Your Honor.”

***Please bring your own supplies, including pen and paper and bottled water. Food and drinks are not allowed in the courtroom, but the bailiff is comfortable with CASAs and VFC staff bringing in bottled water.

If you are appearing on MS teams, please let your supervisor know so they can inform the courtroom clerk, the minors’ attorneys, and the CL in the courtroom.