

## **Meadow Lark Courthouse- D7 Instructions**

Address: 2851 Meadow Lark Drive, San Diego, CA 92123

Please plan to arrive between 8:00 and 8:15 a.m. The traffic in this area is heavy in the morning and while the parking lot is large it can get crowded. Security usually does not take long since this courthouse hears only juvenile matters. When you go through security, you do need to take off your jacket/blazer and put your bag on the security conveyor belt.

VFC has an office upstairs at the courthouse so you can go there beforehand if you're early, have questions, or would like help locating your department. Alternatively, there is a help desk on the main floor just past security and the ML staff can direct you to your department.

Be sure to wear your CASA badge. When you arrive at the department, check in with the court officer and wait outside of the department until your case is called. When your case is called, the court officer will walk out of the department and call the child's name for all parties present for said child.

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 an AS attending the hearing with your CASA, please provide the bailiff with your business card so they can inform the judge of your presence.

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.