

## **North County Courthouse – Attending a Hearing**

Address: 325 South Melrose Drive, Vista, CA 92081

Business Office Hours: Monday – Friday, 8:30am – 4pm

There is typically plenty of parking, although it may be difficult to find a parking spot close to the entrance. At the Vista Courthouse you will see that there are two different entrances. It will be easiest for you to enter through the entrance labeled “San Diego Superior Court North Entrance,” which has a [painted design](#) above the doorway.

Be sure to wear your CASA badge. As you enter the building, you will go through security and make sure you do not have anything on your person that could be construed as a weapon or it will be confiscated. Once you have gotten through security, make a left and walk down the hallway. On the left, go into the Juvenile Dependency/Adoptions Business Office to check in for your hearing. The office does not open until 8:30 a.m. When you exit the office, continue to the left until you see a hallway on the right. Department N9 is the first courtroom on the right in this hallway. You will also need to check in with the court officer and bailiff in the courtroom. See interior map [Here](#)

To summarize the check-in procedure:

1. Sign in with the business office as soon as possible starting at 8:30 a.m.
2. Check in with the court officer in the courtroom.

After checking in with everyone, you can wait in the courtroom on the right side, or outside in the waiting area with your case child(ren). If you forgot or do not have your CASA badge, our case liaison can provide you with a temporary sticker.

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.**