

**MARIN COUNTY SUPERIOR COURT**

3501 Civic Center Drive  
P.O. Box 4988  
San Rafael, CA 94913-4988

**FAMILY COURT SERVICES CHILD CUSTODY RECOMMENDING COUNSELING  
PROGRAM APPOINTMENT LETTER INFORMATION**

When a Request for Order to establish or modify child custody and visitation/parenting time is filed, the parties are referred to Family Court Services for Child Custody Recommending Counseling (CCRC). CCRC provides an opportunity for parents to work with a custody recommending counselor, either together or separately, to create a parenting plan that suits their children’s specific needs.

Family Court Services is required to send a notice of the CCRC appointment by certified mail (return receipt requested, postage prepaid) to each party’s last known address. If a party is not present to sign for the appointment letter when delivered, or a party is unable to go to the Post Office to collect it, the letter is returned to the court undelivered. Under Marin County Local Rule, 7.17, a party may choose to receive the appointment letter via email or regular first class mail (or both).

If you do not want to receive your appointment letter via certified mail, please fill out this form and submit it together with your Request for Order, or, deliver it to Family Court Services in person in Room 116 or via email at: [familymediation@marincourt.org](mailto:familymediation@marincourt.org).

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**SELECT HOW YOU WANT YOUR APPOINTMENT LETTER DELIVERED:**

- I want my appointment letter sent to me at the email address below.
- I want my appointment letter sent to me at the mailing address below by regular first class mail.
- I want my appointment letter sent to me via email and regular first class mail.

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Case Number: \_\_\_\_\_

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_