



INSTRUCTIONS FOR FILING A NOTICE OF UNAVAILABILITY

A Notice of Unavailability may be filed when a party will not be on hand for hearings or appearances concerning their family law case. Reasons to issue a Notice of Unavailability include being unavailable due to medical procedures or having pre-paid, non-refundable vacation plans. You may be required to provide documentation to support your Notice of Unavailability. You should file the Notice of Unavailability as far in advance as possible, as failure to do so may result in hearings being scheduled during the period of unavailability.

Steps Involved:

1. Complete the attached **Notice of Unavailability**.
2. Complete Service of Process. You must have a third party, over the age of 18, mail the completed Notice of Unavailability to all parties involved in the case. If any party is represented by counsel, the Notice of Unavailability must be mailed to the attorney on their behalf. Once service has been completed, fill in the caption of the **Proof of Service by Mail**, form FL-335. The server must complete the remainder of the form and return it to you.
3. File the **Notice of Unavailability** and Proof of Service by Mail. Once both documents are complete, file the originals plus one copy of each in Room 100.

Note: Filing a Notice of Unavailability will have no effect on hearings and other matters that have already been set by the court.