

Superior Court of California, County of Contra Costa

Court’s Volunteer Programs

Each day, hundreds of citizens arrive at the court to file papers, go to court proceedings, attend workshops, or find out about their court cases. The Contra Costa Superior Court has a team of volunteers to help people find what they need when they get to court. Court volunteers provide basic directions, answer simple questions, and tell people about places they can find the legal or other information they need.

There are court volunteers in Martinez, Richmond, and Pittsburg, for:

Greeters: These volunteers are stationed in court lobbies to help people find court departments, to answer common questions, and to provide information about where court visitors can find other information they need.

Workshop assistants: These volunteers help trained presenters put on workshops that show people how to fill out their own court forms and follow court procedures.

Do you qualify?	Do you need training?
Court volunteers come from all walks of life and all areas of Contra Costa County.	Contra Costa Court volunteers attend a 1-hour training session. This training gives volunteers basic information about:
<p>Volunteers must:</p> <ul style="list-style-type: none"> • Be at least 18 years of age. • Have a valid California drivers license. • Have no recent criminal history and never have been convicted of a felony. • Complete an application, initial screening, and interview. • Commit to providing friendly and courteous services to court visitors. • Be willing to work a consistent shift each week. 	<ul style="list-style-type: none"> • How the court works, • Where court facilities are located, • What programs the court offers, • Where people can find the legal or other information they need. • Volunteers are given a resource manual that provides answers to many of our visitors’ questions.

How do you get started? CALL (925) 957-5615

Administrative Project Volunteers

The administrative project volunteer program allows currently-enrolled upper division college students, or persons with a 4-year college degree, an opportunity to learn more about court administration as part of their academic, personal or professional development. Volunteer positions are created as projects arise, and each volunteer's service is limited to the project(s) for which they are selected. The initial appointment and continued service in this program is at the discretion of the Court Executive Officer or his/her designee.

Volunteers:

- Do not receive any compensation or stipend for their service,
- Are directly supervised by the administrator assigned to oversee the particular project(s)
- Will not receive any special consideration if they subsequently apply for employment in this court.

Volunteers interested in participating in this program should send a cover letter and completed application to the address listed in the project announcement on the court's website at www.cc-courts.org.