

# **STARTING YOUR DIVORCE**

## **Marriage / Domestic Partnership**

What you will find in this packet:

- **Additional Resources** (FamLaw-101-INFO)
- **Requirements for Filing Court Papers** (MC-500-INFO)
- **Start Your Divorce Online Workshop** (FamLaw-102)
- **Legal Steps for a Divorce (Dissolution)** (FL-107-INFO)
- **Start Divorce (Dissolution), Legal Separation or Nullity** (FamLaw-001a)
- **Announcing the “FLARe” Program**
- **TurboCourt.com Flyer**
- **Petition-Marriage** (FL-100)
- **Property Declaration** (FL-160) 2 copies
- **Declaration Under Uniform Child Custody Jurisdiction and Enforcement ACT (UCCJEA)** (FL-105/GC-120)
- **Attachment to Declaration Under Uniform Child Custody Jurisdiction and Enforcement ACT (UCCJEA)** (FL-105(A)/GC-120(A))
- **Summons (Family Law)** (FL-110)
- **Serving the Other Party** (FamLaw-104)
- **Proof of Service of Summons** (FL-115)
- **Notice and Acknowledgment of Receipt** (FL-117)
- **Response-Marriage** (FL-120)
- **Declaration of Disclosure Instructions** (FamLaw-105)
- **Declaration of Disclosure** (FL-140)
- **Schedule of Assets and Debts** (FL-142)
- **Income and Expense Declaration** (FL-150)
- **After Service of Disclosure Documents...** (FamLaw-106)
- **Declaration Regarding Service of Declaration of Disclosure** (FL-141)

***You Can Get Court Forms FREE at: [www.cc-courts.org/forms](http://www.cc-courts.org/forms)***

*If you don't find what you're looking for here, you may want to check out the additional resources listed on the back of this page*

## ~ Additional Resources ~

### **Contra Costa Superior Court**

[www.cc-courts.org/familylaw](http://www.cc-courts.org/familylaw)

### **Virtual Self-Help Law Center**

[www.cc-courthelp.org/familylawtopics](http://www.cc-courthelp.org/familylawtopics)

Family Law court is for people who are ending a marriage or other committed relationship, dividing what they own and owe, working out child custody and visitation issues, dealing with child support or spousal support, addressing domestic violence issues, or identifying a child's legal parents.

Often, people involved in court cases need more than just legal help. It's important that you understand what is happening to you and get the help you need. For some suggestions about where to get other help, go to the California Court's Self-Help Center at [www.courts.ca.gov/selfhelp.htm](http://www.courts.ca.gov/selfhelp.htm) or check out one of the sites below:

### **Contra Costa County Bar Association's Lawyer Referral Service**

[www.cccba.org/community/find-a-lawyer/index.php](http://www.cccba.org/community/find-a-lawyer/index.php)

### **Contra Costa County (CA) Resource Center (211)**

65.166.193.134/IFTWSQL4/cccc/public.aspx

(or do an internet search for 211 Contra Costa County Resource Center)

### **Legal glossaries in 12 languages, prepared by the Superior Court in Sacramento**

[www.saccourt.ca.gov](http://www.saccourt.ca.gov)

### **A Guide to California's Free Website for Legal Help**

[www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)

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C o n t r a C o s t a C o u n t y

**Bar Association**

*is proud to sponsor*

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F a m i l y L a w

## **MODERATE MEANS PROGRAM**

IF you qualify\*,  
we will refer you to an experienced Family Law Attorney  
who has agreed to represent clients at a reduced rate.  
Please telephone us at:

**925 / 677- 0234**

Monday - Friday 1:00-4:00 p.m.

*\*This is not a low income or pro-bono service.*

**The Clerk of the Court cannot accept for filing any papers that do not comply with California Rules of Court 2.100 et seq. (CRC 2.118)**

**To avoid having your papers rejected by the clerk:**

**Use Judicial Council forms whenever possible**

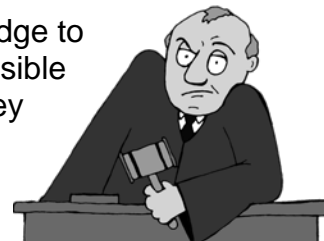
If you print Judicial Council forms from your computer, print them out single-sided. (Don't print double-sided unless you know how to tumble the pages). Judicial Council forms can be found at <http://www.courts.ca.gov/forms.htm>.

If the form you need is not on the Judicial Council website, you will have to make your own form which follows these rules

1. White or unbleached paper – 8 1/2 by 11 inches
2. One-sided paper – only one side of each page may be used
3. 12 pt font (Courier, Times New Roman, Arial or equivalent (Handwritten papers are OK – but write legibly)
4. Line spacing - One and one-half or double-spaced (use pleading paper – either the Judicial Council form MC-20 or create your own using the legal template in your word processor)
5. Margins – at least 1 inch from the left edge and ½ inch from right edge
6. Page Numbers – pages must be numbered consecutively on the bottom (1, 2, 3 ...)
7. Binding – Original and copies must be firmly bound (e.g. stapled) AND the Original must be 2-hole punched at the top.

You will need the **Original document**, signed in ink (blue is best), and correct number of identical copies (***original for the Court, a copy for each party***) for the clerk to file.

**The Rules are important** – Remember - You want the Judge to understand what you have written. Don't make that impossible by submitting papers that are too hard to read because they are upside down, the print is too small or too light, or the pages have fallen out of the file because they are too small or too large and/or not properly fastened.



## **Start Your Divorce Online Workshop**

Family Law Facilitator's Office

The **Start Your Divorce** workshop is now online!

Go To:

[www.cc-courts.org/family/divorce.aspx](http://www.cc-courts.org/family/divorce.aspx)

To complete the workshop you will need the following packet(s):

\_\_\_\_\_ Divorce: Start Your Divorce

\_\_\_\_\_ Fee Waiver

YOU CAN ALSO DOWNLOAD THESE PACKETS AT THE COURT WEBSITE AT [www.cc-courts.org/forms](http://www.cc-courts.org/forms). On the main page, go to "General Information" and select "Forms." Click on "Forms Packets" and scroll down to "Family Law Packets & Forms."

Once you have completed your forms, you can contact the Family Law Facilitator's Office for a review of your documents. For updated information on how to contact our office, please visit our webpage at <https://www.cc-courts.org/family/flf.aspx>.

Please note that our office cannot give legal advice. Our office can review your documents for procedural issues, but cannot help you strategize or research legal topics. If you need legal advice, please contact an attorney outside of the court.

# FL-107-INFO Legal Steps for a Divorce or Legal Separation

## STEP 1. Start Your Case

- The **petitioner** (the person who files the first divorce or legal separation forms with the court) fills out and files with the court clerk at least a *Petition—Marriage/Domestic Partnership* (form FL-100) and a *Summons* (form FL-110) and, if there are children of the relationship, a *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act* (form FL-105).
- The forms needed to start your case and information about filing fees and fee waivers are available at “Filing Your Case,” at [courts.ca.gov/filing](https://courts.ca.gov/filing).
- The court clerk will stamp and return copies of the filed forms to the **petitioner**.

## STEP 2. Serve the Forms

- **Someone 18 or older**—not the **petitioner**—serves the spouse or domestic partner (called the **respondent**) with all the forms from Step 1 plus a blank *Response—Marriage/Domestic Partnership* (form FL-120) and files with the court a proof-of-service form, such as *Proof of Service of Summons* (form FL-115), telling when and how the respondent was served. (To *serve* means “to give in the proper legal way.”) For more information, see “Serving Your First Set of Court Forms” at [courts.ca.gov/filing](https://courts.ca.gov/filing).
- The **respondent** has 30 days to file and serve a *Response*. So, the **petitioner** must wait 30 days before starting Step 4.

## STEP 3. Disclose Financial Information

- At the same time as Step 1 or within 60 days of filing the *Petition*, the **petitioner** must fill out and have these documents served on the **respondent**: *Declaration of Disclosure* (form FL-140), *Income and Expense Declaration* (form FL-150), *Schedule of Assets and Debts* (form FL-142) or *Property Declaration* (form FL-160), and all tax returns filed by the party in the two years before serving the disclosure documents. These disclosure documents are not filed with the court.
- If the **respondent** files a *Response*, he or she must also complete and serve the same disclosure documents on the **petitioner** within 60 days of filing the *Response*.
- The 60-day time frame for serving the disclosures may be changed by written agreement between the parties or by court order.
- The **petitioner** and **respondent** each file a *Declaration Regarding Service* (form FL-141) with the court saying disclosures were served. If the **respondent** does not serve disclosures, the **petitioner** can still finish the case without them. For more information, see “Fill Out and Serve Your Financial Declaration of Disclosure Forms” at [courts.ca.gov/filing](https://courts.ca.gov/filing) (click on Step 4).

## STEP 4. Finish the Divorce or Legal Separation Case in One of Four Ways

### Respondent does not file a *Response* (called “default”)

**No Response and NO written agreement:** Petitioner waits 30 days after Step 2 is complete and prepares a proposed *Judgment* (form FL-180), together with all other needed forms. See “True Default Case” at [courts.ca.gov/truedefault](https://courts.ca.gov/truedefault).

**No Response BUT written agreement:** Petitioner attaches the signed and notarized agreement to the proposed *Judgment* (form FL-180), together with all other needed forms. See “Default Case with Written Agreement” at [courts.ca.gov/defaultagree](https://courts.ca.gov/defaultagree).

### Respondent files a *Response*

**Response AND written agreement:** Either party files *Appearance, Stipulations, and Waivers* (form FL-130) and the proposed *Judgment* with written agreement attached and other needed forms. See “Uncontested Case” at [courts.ca.gov/uncontested](https://courts.ca.gov/uncontested).

**Response and NO agreement:** Parties must go to trial to have a judge resolve the issues. See “Contested Case” at [courts.ca.gov/contested](https://courts.ca.gov/contested).

## IMPORTANT NOTICES

- The earliest you can be divorced is six months and one day from one of these three dates (whichever occurs first): (1) the date Respondent was served with the *Summons* (form FL-110) and *Petition* (form FL-100), (2) the date the *Response* (form FL-120) was filed, or (3) the date *Appearance, Stipulations, and Waivers* (form FL-130) was filed. Legal separation has no waiting period. You are NOT divorced or legally separated until the court enters a *Judgment* in your case.
- If you need court orders for child support, custody, parenting time (visitation), spousal or partner support, restraining orders, or other issues, file a *Request for Order* (form FL-300) asking for temporary orders. See “Request for Order Information” at [courts.ca.gov/divorcerequests](https://courts.ca.gov/divorcerequests) for more information.
- Annulments: See [courts.ca.gov/annulment](https://courts.ca.gov/annulment) for information about annulments.
- You must keep the court and the other party informed of any change in your mailing address or other contact information. File and serve a *Notice of Change of Address or Other Contact Information* (form MC-040) on the other party or his or her attorney to let them know about the change in your contact information.

**Do you have a registered domestic partnership?** The process for a divorce or legal separation of a domestic partnership is the same as on page 1. For information about ending your domestic partnership in the superior court, see [courts.ca.gov/filing](https://courts.ca.gov/filing). To find out if you are eligible to end your domestic partnership through the Secretary of State, see [courts.ca.gov/summdissodp](https://courts.ca.gov/summdissodp). Note: There may be differences in federal taxes and other issues for domestic partnerships. Seek advice from an attorney experienced in domestic partner law.

**What if you want a legal separation?** The process on page 1 is the same, except you will **NOT** get a *Judgment* for legal separation unless both parties agree to a legal separation OR if **respondent** has not filed a *Response*. If both parties agree to be legally separated but do not agree on other issues, the parties must go to trial to have a judge resolve those issues. You are **NOT** legally separated until you receive a *Judgment* signed by the court. For more information, see “Legal Separation” at [courts.ca.gov/legalseparation](https://courts.ca.gov/legalseparation). AFTER the court enters a judgment for legal separation, if you decide you want a divorce, you must start a new case to request a divorce and pay another filing fee.

## Getting help to resolve divorce or legal separation cases

You may prefer to resolve some or all of the issues in your divorce or legal separation case without having the court decide for you. You and your spouse or domestic partner can put your agreement in writing and file it in your case. But your agreement must follow all legal requirements.

### Court Services

- **Family Law Facilitators and Self-Help Centers** help with court forms and instructions. They can provide samples of agreements and other information and, in some cases, help with mediation.
- **Family Court Services.** If you and the other parent already have a family law case and have filed a *Request for Order* (form FL-300) seeking orders about child custody and visitation (parenting time), the court will refer you to Family Court Services. They provide child custody mediation or child custody recommending counseling to try to help you both make a parenting plan that is in the best interest of your child. Note: They cannot help with financial issues.
- **Settlement Conferences.** An informal process in which a judge or an experienced lawyer meets with the parties and their lawyers to discuss the case and their positions and suggests a resolution. The parties can either agree to the suggestions or use the suggestions to help in further settlement discussions.

### Private services (which you can hire to help you resolve your case):

- **Lawyers.** Also called attorneys, lawyers can help work out agreements between the parties and represent you at court hearings and trials.
- **Collaborative Lawyers.** Lawyers who represent each party but do not go to court. They try to reach an agreement. If court is necessary, the parties must hire new lawyers.
- **Mediators.** A lawyer or counselor who helps the parties communicate to explore options and reach a mutually acceptable resolution.

### Where can I get help?

This information sheet gives you only basic information on the divorce or legal separation and is not legal advice. If you want legal advice, ask a lawyer for help. You may also:

- Contact the family law facilitator or self-help center in your court for information, court forms, and referrals to local legal resources. For more information, see [courts.ca.gov/courtresources](https://courts.ca.gov/courtresources).
- Find a lawyer through a certified lawyer referral service on the State Bar of California's website: [calbar.ca.gov/LRS](https://calbar.ca.gov/LRS) or by calling 866-442-2529 (toll-free).
- Hire a private mediator. For more information about court and private services, see [courts.ca.gov/selfhelp-adr.htm](https://courts.ca.gov/selfhelp-adr.htm).
- Find information on the California Courts Online Self-Help Center website: [courts.ca.gov/selfhelp](https://courts.ca.gov/selfhelp).
- Find free and low-cost legal help (if you qualify) at [lawhelpcalifornia.org](https://lawhelpcalifornia.org).
- Find information at your local law library or public library.

### What if there is domestic violence?

If there is domestic violence or a protective or restraining order, talk to a lawyer, counselor, or mediator before making agreements.

For domestic violence help, call the National Domestic Violence Hotline: 800-799-7233; TDD: 800-787-3224; or 211 (if available in your area).

# **START DIVORCE (DISSOLUTION), LEGAL SEPARATION OR NULLITY**

## **Marriage / Domestic Partnership**

### **General Information**

The divorce process can be confusing and overwhelming. The information below is designed to help you understand the basic steps you will need to take to successfully complete the process. If you have complicated issues of property, support, custody, pensions or other questions about your rights and responsibilities, you may want to consult an attorney outside the court. Court staff, including Family Law Facilitators, can provide procedural assistance; they cannot give legal advice. Check the court website at [www.cc-courts.org/findlawyer](http://www.cc-courts.org/findlawyer) for information about attorney referral services.

1. If you need help with these forms, go to the “Start Your Divorce” online workshop. The workshop flyer is included in this packet. You can also find information about the divorce, legal separation and nullity process at the Virtual Self-Help Law Center at the court website, [divorce.cc-courthelp.org](http://divorce.cc-courthelp.org).
2. There is a filing fee to file your divorce, legal separation or nullity case. If you can’t afford to pay the court filing fee, you may qualify for a waiver of court filing fees. “Fee Waiver” packets are available from the clerk at the Reception Desk in the Spinetta Family Law Center in Martinez or download a “Fee Waiver” packet from the court’s website, [www.cc-courts.org/forms](http://www.cc-courts.org/forms).
3. Use the Divorce/Legal Separation/Nullity checklist included in this packet to keep track of the documents that you have filed.
4. This packet contains the forms to open your case, serve those documents and complete the Preliminary Declaration of Disclosure.

**REMEMBER** – the Court will not automatically divorce you. You have to submit all of the forms to the Court to finish your case.

## **Instructions For Starting Your Case**

1. Complete the Petition Form (FL-100). Attach the Property Declaration Form (FL-160) if you have property. Use one FL-160 to list separate property; use one FL-160 to list your community property.
2. If you have children with the other party, complete the Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Form (FL-105) and attach it to the Petition.
3. Complete the Summons Form (FL-110).
4. Make 2 copies of each document. File the original and 2 copies at the Clerk's Office at 751 Pine Street, Martinez, CA 94553.
5. If you think you qualify for a waiver of court fees, ask the clerk at the Reception Desk in the Spinetta Family Law center in Martinez or at any filing window for a free packet of forms or download a Fee Waiver packet from the court's website, [www.cc-courts.org/forms](http://www.cc-courts.org/forms). Make 1 copy of the fee waiver documents and file those documents with the Summons and Petition. The completed Summons and Petition can only be filed in the Spinetta Family Law Center at 751 Pine Street in Martinez. Do not serve a copy of the fee waiver documents on the other side.
6. Serve a copy of the filed Summons and Petition (with any attachments) on the Respondent following the instructions in this packet to serve the other party.

## **Information for the Respondent**

1. You have 30 days to file your Response Form (FL-120) if you do not want the Petitioner to take your default. Complete the Response Form (FL-120.) Attach the Property Declaration Form (FL-160) if you have property. Use one FL-160 to list separate property; use one FL-160 to list your community property.
2. If you have children with the other party, complete the Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Form (FL-105) and attach it to the Response.
3. Make 2 copies of the Response and any attachments. File the original and 2 copies at the Clerk's Office at 751 Pine Street, Martinez, CA 94553.
4. If you think you qualify for a waiver of court fees, ask the clerk at the Reception Desk in the Spinetta Family Law center in Martinez or at any filing window for a free packet of forms or download a Fee Waiver packet from the court's website, [www.cc-courts.org/forms](http://www.cc-courts.org/forms). Make 1 copy of the fee waiver documents and file those documents with the Response. Do not serve a copy of the fee waiver documents on the other side.
5. Serve a copy of the filed Response and any attachments on the Petitioner. You cannot serve your own documents. Someone over 18 years old and not a party must serve the documents; mail service is acceptable. The person who serves the documents must complete Proof of Service by Mail Form (FL-335.) Make a copy of the completed Proof of Service by Mail form and file it at the Clerk's Office.
6. If you file a Response or sign a Stipulated Judgment or Marital Settlement Agreement, you must complete the Declaration of Disclosure.



## For Petitioner and Respondent: Declaration of Disclosure

1. Complete the Declaration of Disclosure (FL-140) and serve a copy on the other party. Do not file FL-140.
2. Complete the Schedule of Assets and Debts (FL-142) and serve a copy of FL-142 on the other party. Do not file FL-142.
3. Complete the Income and Expense Declaration (FL-150) and serve a copy of FL-150 on the other party. File FL-150 with the Court.
4. Complete the Declaration Re: Service of Declaration of Disclosure (FL-141.) This is your Preliminary Declaration of Disclosure, so check the boxes that say "Preliminary." **Make a copy of FL-141 and file it the Family Law Court in Martinez. Serve a copy on the other party. You can serve your Preliminary Declaration of Disclosure with the Summons and Petition, or Response, or you can serve it later by mail or personal service.**

## DIVORCE/LEGAL SEPARATION/NULLITY CHECKLIST

1. **STEP ONE:** Opening a case:

Complete, make 2 copies and file the following documents:

☐ **PETITION (FL-100)**

If you and the other party have children, complete and attach to the Petition:

☐ **DECLARATION UNDER UCCJEA (FL-105)**

If you and the other party have community property, complete and attach to the Petition:

☐ **PROPERTY DECLARATION (FL-160)**

(check the box "Community and Quasi-Community Property Declaration")

If you have separate property, complete and attach to the Petition:

☐ **PROPERTY DECLARATION (FL-160)**

(check the box "Separate Property Declaration")

**Note:** If you have both community property and separate property, you will need to complete two Property Declaration forms (FL-160), one form for each type of property, and attach both forms to the Petition.

☐ **SUMMONS (FL-110)**

☐ **Documents filed on:** \_\_\_\_\_ **(date)**

2. **STEP TWO:** Service on the Respondent:

- "Service" means that copies of the documents you have filed are delivered to the Respondent.
- It's best to serve the Respondent within **30 days** of filing the Petition.

- **YOU** can't serve your documents. Someone who is over 18 and not a party must serve the documents.
- Serve a copy of each filed document, a blank Response (FL-120), a blank Declaration Under UCCJEA (FL-105) if you have children with the other party, and a blank Property Declaration (FL-160) if you have property with the other party.

**FILE:**

- ☐ **Proof of Service of Summons (FL-115)**
- ☐ **Proof of Service filed on: \_\_\_\_\_ (date)**

You must FILE the Proof of Service of Summons form with the Court.

**IF YOU NEED INFORMATION ABOUT SERVICE OF PROCESS, COME TO THE HELP DESK OR LOOK ON THE COURT'S SELF-HELP WEBSITE, [DIVORCE.CC-COURTHELP.ORG](http://DIVORCE.CC-COURTHELP.ORG).**

3. **STEP THREE:** Exchange of Financial Information:

You must complete and serve the Preliminary Declaration of Disclosure on the other party. It's best to do this within **60 days** of the filing of the Petition. Complete the following forms and give a copy to the other party, but **do not file them with the court**:

- ☐ **DECLARATION OF DISCLOSURE (FL-140)**
- ☐ **SCHEDULE OF ASSETS AND DEBTS (FL-142)**

**Complete, file a copy with the court and give a copy to the other party:**

- ☐ **INCOME AND EXPENSE DECLARATION (FL-150)**

**COMPLETE AND FILE IN YOUR ASSIGNED COURT**

- ☐ **DECLARATION RE: SERVICE OF DECLARATION OF DISCLOSURE (FL-141)**
- ☐ **FL-141 filed on: \_\_\_\_\_ (date)**

**YOU CAN GET HELP WITH THESE FORMS AT THE COURT'S SELF-HELP WEBSITE, [WWW.CC-COURTHELP.ORG/FORMSINSTRUCTIONS](http://WWW.CC-COURTHELP.ORG/FORMSINSTRUCTIONS).**

4. **STEP FOUR:** Finish Your Case:

**YOU HAVE TO COMPLETE THE JUDGMENT FORMS TO FINISH YOUR CASE.**

# **The “FLARe” Program**

## **(Family Law Alternative Resolution)**

FLARe is a voluntary mediation program that is designed to be less expensive, less stressful, and less time consuming than traditional litigation. The program is staffed by trained family law attorney mediators who will meet with parties to assist them in settling their family law cases amicably and early. The use of this program is voluntary and must be agreed to by both parties.

### **MEDIATION IS APPROPRIATE AT ANY TIME DURING THE LITIGATION PROCESS**

Mediation is useful at any point in litigation and is not binding unless an agreement is reached and an Order is signed by the Judge. Either party may consult another attorney from the mediation panel or other private attorney before any agreements are finalized. Either the mediator or your lawyer can help you finalize orders.

### **MEDIATION IS CONDUCTED BY A TRAINED NEUTRAL PARTY WHO MEETS WITH THE PARTIES TOGETHER AND:**

- May facilitate the settlement of a single issue or an entire case
- Helps parties learn to cooperate
- Allows parties to make informed decisions
- Is private and confidential
- Does not require court appearances

### **SERVICE OPTIONS AND COST:**

There are 3 options for mediation services, OPTION A) Joint Mediation Session for 90 minutes for \$150.00; OPTION B) Joint Mediation Orientation for 30 minutes for \$35.00; and OPTION C) Individual Pre-Mediation Consultation for 30 minutes for \$35.00. **SEE REVERSE SIDE FOR SERVICE PROGRAM DESCRIPTIONS.**

**To schedule an appointment, call the Contra Costa County Bar Association  
LAWYER REFERRAL & INFORMATION SERVICE  
(925) 825-5700**

The Court strongly recommends the use of mediation. However the Court does not endorse the skills of any particular mediator or guarantee the results in any particular case. Results depend on the cooperation of the parties. Both parties are encouraged to enter the program with good faith settlement intentions.

**Voluntary mediation with an attorney is not a substitute for mandatory custody mediation with Family Court Services required by current law where custody remains in dispute. However, if a settlement regarding custody is reached, the mediation at Family Court Services may not be necessary.**

**VOLUNTARY MEDIATION IS NOT RECOMMENDED  
IN CASES INVOLVING DOMESTIC VIOLENCE.**

# FLARe

## (Family Law Alternative Resolution Program)

This Family Law mediation panel is made up of attorneys with special training in mediation and a commitment to finding an alternative to litigation. Each person on the panel . . .

- has been licensed to practice law for at least five years;
- has completed at least 40 hours of MCLE-approved basic training in family law mediation;
- has had at least 20 hours of MCLE-approved training in family law issues during the last two years, including at least 6 hours of **advanced** MCLE-approved mediation training each year;
- is a Certified Specialist in Family Law or devotes at least 50% of his/her practice to family law;
- is a member of the CCCBA's Lawyer Referral & Information Service (LRIS);
- maintains professional liability insurance in an amount of not less than \$100,000.00 for each occurrence, and \$300,000.00 aggregate per year; *and*
- agrees to provide the first 90 minutes of mediation for \$150.00 (option "A" only).

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### Use of the FLARe program through the Contra Costa County Bar Association: (Attorney-mediators selected on a rotational basis. Consumer cannot choose.)

<b>Option "A"</b> <b>Joint Mediation Session</b>	<b>Option "B"</b> <b>Joint Mediation Orientation</b>	<b>Option "C"</b> <b>Individual Pre-Mediation Consultation</b>
<ul style="list-style-type: none"> <li>• 90-minute session for \$150.00</li> </ul> <p>(Parties generally split cost. \$30.00 goes to LRIS; \$120.00 goes to attorney-mediator. Money collected up-front by LRS. Any services and fees after 90 minute session negotiated directly between attorney-mediator and clients).</p> <ul style="list-style-type: none"> <li>• Both parties participate</li> <li>• Actual mediation session</li> <li>• Attorney-mediator can write up and file agreement (although 90-minute session probably will not cover that service)</li> </ul>	<ul style="list-style-type: none"> <li>• 30-minute session for \$35.00</li> </ul> <p>(\$35.00 fee covers LRIS administrative expense. Attorney- mediator donates his/her time for 30-minute session. Any fees thereafter negotiated directly between attorney-mediator and clients).</p> <ul style="list-style-type: none"> <li>• Joint mediation orientation</li> <li>• Both parties attend</li> <li>• Attorney-mediator explains mediation process</li> <li>• Generally recommended when parties are undecided about mediation</li> <li>• Parties can opt to hire attorney-mediator to mediate their dispute, but at attorney-mediator's regular hourly rate;</li> </ul> <p style="text-align: center;">- or -</p> <ul style="list-style-type: none"> <li>• Parties can opt for Option A</li> </ul>	<ul style="list-style-type: none"> <li>• 30-minute session for \$35.00</li> </ul> <p>(\$35.00 fee covers LRIS administrative expense. Attorney- mediator donates his/her time for 30-minute session. Any fees thereafter negotiated directly between attorney-mediator and client).</p> <ul style="list-style-type: none"> <li>• Mediation support (or pre-mediation) consultation with one party only</li> <li>• Generally recommended when consumer undecided between opting for mediation or litigation as dispute resolution process</li> <li>• Client can opt to hire attorney as consulting attorney to mediation;</li> </ul> <p style="text-align: center;">- or -</p> <ul style="list-style-type: none"> <li>• Client can opt to hire attorney to represent him/her in litigation</li> </ul>

# Need Help with Child Support?

## Have Children Younger than 18?

The Contra Costa County Department of Child Support Services works with both parents, and legal guardians to ensure children receive court ordered financial and medical support.



## What can we do for you?

- Locate Absent Parents
- DNA Testing to Establish Paternity
- Obtain Child and Medical Support Orders
- Enforce Support Orders
  - Use of collection tools such as tax intercepts, and suspending drivers and professional licenses may be used.
- Collect and Distribute Child Support Payments
  - Payments are processed within 48-hours with payment information posted on a secure web site.
  - Receive payments by direct deposit, check, or payment card.
  - State mandated 10% interest on unpaid support will be applied.
- When Situations Change, Support Orders can be Modified.

*A \$25 annual fee is collected on collections over \$500.*



**Visit Our Website or Facebook page:**

[www.cccounty.us/depart/famsupp/index.html](http://www.cccounty.us/depart/famsupp/index.html)

 <http://www.facebook.com/CCCDCCSS>

**Apply for Services at**

**[www.TurboCourt.com](http://www.TurboCourt.com)**



**Contra Costa County Department of Child Support Services**

50 Douglas Drive, Suite 100, Martinez, CA 94553 • Email: [childsupport@dcss.cccounty.us](mailto:childsupport@dcss.cccounty.us) • Toll Free: 866-901-3212

- (1) ☐ continued on Attachment 4b. (2) ☐ a child who is not yet born.

- Page 1 of 3

PETITIONER: RESPONDENT:	CASE NUMBER:
----------------------------	--------------

Petitioner requests that the court make the following orders:

5. LEGAL GROUNDS (Family Code sections 2200–2210, 2310–2312)

- a. ☐ Divorce or ☐ Legal separation of the marriage or domestic partnership based on (check one):  
(1) ☐ irreconcilable differences. (2) ☐ permanent legal incapacity to make decisions.
- b. ☐ Nullity of void marriage or domestic partnership based on  
(1) ☐ incest. (2) ☐ bigamy.
- c. ☐ Nullity of voidable marriage or domestic partnership based on  
(1) ☐ petitioner's age at time of registration of domestic partnership or marriage.  
(2) ☐ prior existing marriage or domestic partnership.  
(3) ☐ unsound mind.

6. CHILD CUSTODY AND VISITATION (PARENTING TIME)

	Petitioner	Respondent	Joint	Other
a. Legal custody of children to .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical custody of children to .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Child visitation (parenting time) be granted to .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> form FL-312	<input type="checkbox"/> form FL-341(C)		
	<input type="checkbox"/> form FL-341(D)	<input type="checkbox"/> form FL-341(E)		
		<input type="checkbox"/> Attachment 6c(1)		

7. CHILD SUPPORT

- a. If there are minor children born to or adopted by Petitioner and Respondent before or during this marriage or domestic partnership, the court will make orders for the support of the children upon request and submission of financial forms by the requesting party.
- b. An earnings assignment may be issued without further notice.
- c. Any party required to pay support must pay interest on overdue amounts at the "legal" rate, which is currently 10 percent.
- d. ☐ Other (specify):

8. SPOUSAL OR DOMESTIC PARTNER SUPPORT

- a. ☐ Spousal or domestic partner support payable to ☐ Petitioner ☐ Respondent
- b. ☐ Terminate (end) the court's ability to award support to ☐ Petitioner ☐ Respondent
- c. ☐ Reserve for future determination the issue of support payable to ☐ Petitioner ☐ Respondent
- d. ☐ Other (specify):

9. SEPARATE PROPERTY

- a. ☐ There are no such assets or debts that I know of to be confirmed by the court.
- b. ☐ Confirm as separate property the assets and debts in ☐ *Property Declaration* (form ☐ ).
- ☐ the following list.
- Item
- Confirm to

PETITIONER: RESPONDENT:	CASE NUMBER:
----------------------------	--------------

**10. COMMUNITY AND QUASI-COMMUNITY PROPERTY**

- a. ☐ There are no such assets or debts that I know of to be divided by the court.
- b. ☐ Determine rights to community and quasi-community assets and debts. All such assets and debts are listed  
☐ in *Property Declaration* (form ) ☐ in  
☐ as follows (*specify*):



**11. OTHER REQUESTS**

- a. ☐ Attorney's fees and costs payable by ☐ Petitioner ☐ Respondent
- b. ☐ Petitioner's former name be restored to (*specify*):
- c. ☐ Other (*specify*):

☐ Continued on Attachment 11c.

**12. I HAVE READ THE RESTRAINING ORDERS ON THE BACK OF THE SUMMONS, AND I UNDERSTAND THAT THEY APPLY TO ME WHEN THIS PETITION IS FILED.**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:  _____ (TYPE OR PRINT NAME)	 _____ (SIGNATURE OF PETITIONER)
Date:  _____ (TYPE OR PRINT NAME)	 _____ (SIGNATURE OF ATTORNEY FOR PETITIONER)

**FOR MORE INFORMATION:** Read *Legal Steps for a Divorce or Legal Separation* ( ) and visit "Families Change" at [www.familieschange.ca.gov](http://www.familieschange.ca.gov) — an online guide for parents and children going through divorce or separation.

**NOTICE:** You may redact (black out) social security numbers from any written material filed with the court in this case other than a form used to collect child, spousal or partner support.

**NOTICE—CANCELLATION OF RIGHTS:** Dissolution or legal separation may automatically cancel the rights of a domestic partner or spouse under the other domestic partner's or spouse's will, trust, retirement plan, power of attorney, pay-on-death bank account, survivorship rights to any property owned in joint tenancy, and any other similar thing. It does not automatically cancel the right of a domestic partner or spouse as beneficiary of the other partner's or spouse's life insurance policy. You should review these matters, as well as any credit cards, other credit accounts, insurance policies, retirement plans, and credit reports, to determine whether they should be changed or whether you should take any other actions. Some changes may require the agreement of your partner or spouse or a court order.



A		B	C	-	D	=	E	F	
ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE		AMOUNT OF DEBT		NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT	
1.	REAL ESTATE		\$		\$		\$	\$	\$
2.	HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES								
3.	JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.								
4.	VEHICLES, BOATS, TRAILERS								
5.	SAVINGS ACCOUNTS								
6.	CHECKING ACCOUNTS								

A	B	C	D	E	F
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ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT
----------	-------------------	---------------	-------------------------	----------------	-----------------------	--

7. CREDIT UNION, OTHER DEPOSITORY ACCOUNTS	8. CASH		\$	\$	\$	\$
9. TAX REFUND						
10. LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE						
11. STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS						
12. RETIREMENT AND PENSIONS						
13. PROFIT-SHARING, IRAS, DEFERRED COMPENSATION, ANNUITIES						
14. ACCOUNTS RECEIVABLE, UNSECURED NOTES						
15. PARTNERSHIP, OTHER BUSINESS INTERESTS						
16. OTHER ASSETS						
17. ASSETS FROM CONTINUATION SHEET						
18. TOTAL ASSETS						

PROPERTY DECLARATION  
(Family Law)

A	B	C	D	
ITEM NO. DEBTS— SHOW TO WHOM OWED	DATE INCURRED	TOTAL OWING	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT	
19. STUDENT LOANS		\$	\$	\$
20. TAXES				
21. SUPPORT ARREARAGES				
22. LOANS—UNSECURED				
23. CREDIT CARDS				
24. OTHER DEBTS				
25. OTHER DEBTS FROM CONTINUATION SHEET				
26. TOTAL DEBTS				

☐ A Continuation of Property Declaration (form FL-161) is attached and incorporated by reference.

I declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the foregoing is a true and correct listing of assets and obligations and the amounts shown are correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
SIGNATURE

## INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM FL-160

*Property Declaration* (form FL-160) is a multipurpose form, which may be filed with the court as an attachment to a *Petition or Response* or served on the other party to comply with disclosure requirements in place of a *Schedule of Assets and Debts* (form FL-142). Courts may also require a party to file a *Property Declaration* as an attachment to a *Request to Enter Default* (form FL-165) or *Judgment* (form FL-180).

**When filing a *Property Declaration* with the court, do not include private financial documents listed below.**

**Identify the type of declaration completed**

1. Check "Community and Quasi-Community *Property Declaration*" on page 1 to use *Property Declaration* (form FL-160) to provide a combined list of community and quasi-community property assets and debts. Quasi-community property is property you own outside of California that would be community property if it were located in California.
2. Do not combine a separate property declaration with a community and quasi-community property declaration. Check "Separate *Property Declaration*" on page 1 when using *Property Declaration* to provide a list of separate property assets and debts.

**Description of the *Property Declaration* chart**

*Pages 1 and 2*

1. Column A is used to provide a brief description of each item of separate or community or quasi-community property.
2. Column B is used to list the date the item was acquired.
3. Column C is used to list the item's gross fair market value (an estimate of the amount of money you could get if you sold the item to another person through an advertisement).
4. Column D is used to list the amount owed on the item.
5. Column E is used to indicate the net fair market value of each item. The net fair market value is calculated by subtracting the dollar amount in column D from the amount in column C ("C" minus "D").
6. Column F is used to show a proposal on how to divide (or confirm) the item described in column A.

*Page 3*

1. Column A is used to provide a brief description of each separate or community or quasi-community property debt.
2. Column B is used to list the date the debt was acquired.
3. Column C is used to list the total amount of money owed on the debt.
4. Column D is used to show a proposal on how to divide (or confirm) the item of debt described in column A.

**When using this form only as an attachment to a *Petition or Response***

1. Attach a *Separate Property Declaration* (form FL-160) to respond to item 9. Only columns A and F on pages 1 and 2 and columns A and D on page 3 are required.
2. Attach a *Community or Quasi-Community Declaration* (form FL-160) to respond to item 10, and complete column A on all pages.

**When serving this form on the other party as an attachment to *Declaration of Disclosure* (form FL-140)**

1. Complete columns A through E on pages 1 and 2, and columns A through C on page 3.
2. Copies of the following documents must be attached and served on the other party:
  - (a) *For real estate* (item 1): deeds with legal descriptions and the latest lender's statement.
  - (b) *For vehicles, boats, trailers* (item 4): the title documents.
  - (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
  - (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
  - (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
  - (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
  - (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
  - (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
  - (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
  - (j) *For other assets* (item 16): the most current statement, title document, or declaration.
  - (k) *For support arrearages* (item 21): orders and statements.
  - (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
3. Do not file copies of the above private financial documents with the court.

**When filing this form with the court as a attachment to *Request to Enter Default* (FL-165) or *Judgment* (FL-180)**

Complete all columns on the form.

**For more information** about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see <http://www.courts.ca.gov/8218.htm>.

**PROPERTY DECLARATION**

(Family Law)

A		B	C	-	D	=	E	F	
ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE		AMOUNT OF DEBT		NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT	
1.	REAL ESTATE		\$		\$		\$	\$	\$
2.	HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES								
3.	JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.								
4.	VEHICLES, BOATS, TRAILERS								
5.	SAVINGS ACCOUNTS								
6.	CHECKING ACCOUNTS								

A	B	C	D	E	F
ITEM NO.	DATE ACQUIRED	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT

7. CREDIT UNION, OTHER DEPOSITORY ACCOUNTS		\$	\$	\$	\$
8. CASH					
9. TAX REFUND					
10. LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE					
11. STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS					
12. RETIREMENT AND PENSIONS					
13. PROFIT-SHARING, IRAS, DEFERRED COMPENSATION, ANNUITIES					
14. ACCOUNTS RECEIVABLE, UNSECURED NOTES					
15. PARTNERSHIP, OTHER BUSINESS INTERESTS					
16. OTHER ASSETS					
17. ASSETS FROM CONTINUATION SHEET					
18. TOTAL ASSETS					

A	B	C	D	
ITEM NO. DEBTS— SHOW TO WHOM OWED	DATE INCURRED	TOTAL OWING	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT	
19. STUDENT LOANS		\$	\$	\$
20. TAXES				
21. SUPPORT ARREARAGES				
22. LOANS—UNSECURED				
23. CREDIT CARDS				
24. OTHER DEBTS				
25. OTHER DEBTS FROM CONTINUATION SHEET				
26. TOTAL DEBTS				

☐ A Continuation of Property Declaration (form FL-161) is attached and incorporated by reference.

I declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the foregoing is a true and correct listing of assets and obligations and the amounts shown are correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
SIGNATURE

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- Identify the type of declaration completed**
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- Description of the *Property Declaration* chart**
- Pages 1 and 2*
1. Column A is used to provide a brief description of each item of separate or community or quasi-community property.
  2. Column B is used to list the date the item was acquired.
  3. Column C is used to list the item's gross fair market value (an estimate of the amount of money you could get if you sold the item to another person through an advertisement).
  4. Column D is used to list the amount owed on the item.
  5. Column E is used to indicate the net fair market value of each item. The net fair market value is calculated by subtracting the dollar amount in column D from the amount in column C ("C" minus "D").
  6. Column F is used to show a proposal on how to divide (or confirm) the item described in column A.
- Page 3*
1. Column A is used to provide a brief description of each separate or community or quasi-community property debt.
  2. Column B is used to list the date the debt was acquired.
  3. Column C is used to list the total amount of money owed on the debt.
  4. Column D is used to show a proposal on how to divide (or confirm) the item of debt described in column A.

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  - (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
  - (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
  - (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
  - (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
  - (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
  - (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
  - (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
  - (j) *For other assets* (item 16): the most current statement, title document, or declaration.
  - (k) *For support arrearages* (item 21): orders and statements.
  - (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
3. Do not file copies of the above private financial documents with the court.

**When filing this form with the court as a attachment to *Request to Enter Default* (FL-165) or *Judgment* (FL-180)**

Complete all columns on the form.

**For more information** about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see <http://www.courts.ca.gov/8218.htm>.



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  <hr/> TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: _____ RESPONDENT: _____ OTHER PARTY: _____	
GUARDIANSHIP OF (Name): _____ Minor	CASE NUMBER: _____
<b>DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)</b>	

1. **I am a party** to this proceeding to determine custody of a child.
2. ☐ My present address and the present address of each child residing with me is confidential under Family Code section 3429 as I have indicated in item 3.
3. There are (specify number): \_\_\_\_\_ minor children who are subject to this proceeding, as follows:  
*(Insert the information requested below. The residence information must be given for the last FIVE years.)*

a. Child's name	Place of birth	Date of birth	Sex
Period of residence to present	Address <input type="checkbox"/> Confidential	Person child lived with (name and complete current address) <input type="checkbox"/> Confidential	Relationship
to	Child's residence (City, State)	Person child lived with (name and complete current address)	
to	Child's residence (City, State)	Person child lived with (name and complete current address)	
to	Child's residence (City, State)	Person child lived with (name and complete current address)	

b. Child's name	Place of birth	Date of birth	Sex
<input type="checkbox"/> Residence information is the same as given above for child a. (If NOT the same, provide the information below.)			
Period of residence to present	Address <input type="checkbox"/> Confidential	Person child lived with (name and complete current address) <input type="checkbox"/> Confidential	Relationship
to	Child's residence (City, State)	Person child lived with (name and complete current address)	
to	Child's residence (City, State)	Person child lived with (name and complete current address)	
to	Child's residence (City, State)	Person child lived with (name and complete current address)	

- c. ☐ Additional residence information for a child listed in item a or b is continued on attachment 3c.
- d. ☐ Additional children are listed on form FL-105(A)/GC-120(A). (Provide all requested information for additional children.)

SHORT TITLE:		CASE NUMBER:	
--------------	--	--------------	--

4. Do you have information about, or have you participated as a party or as a witness or in some other capacity in, another court case or custody or visitation proceeding, in California or elsewhere, concerning a child subject to this proceeding?

Proceeding	Case number	Court (name, state, location)	Court order or judgment (date)	Name of each child	Your connection to the case	Case status
a. <input type="checkbox"/> Family						
b. <input type="checkbox"/> Guardianship						
c. <input type="checkbox"/> Other						

Proceeding	Case Number	Court (name, state, location)
d. <input type="checkbox"/> Juvenile Delinquency/		
e. <input type="checkbox"/> Adoption		

5. ☐ One or more domestic violence restraining/protective orders are now in effect. (Attach a copy of the orders if you have one and provide the following information):

Court	County	State	Case number (if known)	Orders expire (date)
a. <input type="checkbox"/> Criminal				
b. <input type="checkbox"/> Family				
c. <input type="checkbox"/> Juvenile Delinquency/				
d. <input type="checkbox"/> Other				

6. Do you know of any person who is not a party to this proceeding who has physical custody or claims to have custody of or visitation rights with any child in this case? Yes ☐ No ☐ (If yes, provide the following information):

a. Name and address of person	b. Name and address of person	c. Name and address of person
<input type="checkbox"/> Has physical custody <input type="checkbox"/> Claims custody rights <input type="checkbox"/> Claims visitation rights	<input type="checkbox"/> Has physical custody <input type="checkbox"/> Claims custody rights <input type="checkbox"/> Claims visitation rights	<input type="checkbox"/> Has physical custody <input type="checkbox"/> Claims custody rights <input type="checkbox"/> Claims visitation rights
Name of each child	Name of each child	Name of each child

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)	(SIGNATURE OF DECLARANT)
----------------------	--------------------------

7. ☐ Number of pages attached: \_\_\_\_\_

**NOTICE TO DECLARANT:** You have a continuing duty to inform this court if you obtain any information about a custody proceeding in a California court or any other court concerning a child subject to this proceeding.

CASE NAME: _____	CASE NUMBER: _____
---------------------	-----------------------

**ATTACHMENT TO  
DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)**

_____ Child's name <input type="checkbox"/> Residence information is the same as given on form FL-105/GC-120 for child a. (If NOT the same, provide the information below.)		Place of birth	Date of birth	Sex
Period of residence	Present address	Person child lived with (name and complete current address)		Relationship
to present	<input type="checkbox"/> Confidential	<input type="checkbox"/> Confidential		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
_____ Child's name <input type="checkbox"/> Residence information is the same as given on form FL-105/GC-120 for child a. (If NOT the same, provide the information below.)		Place of birth	Date of birth	Sex
Period of residence	Address	Person child lived with (name and complete current address)		Relationship
to present	<input type="checkbox"/> Confidential	<input type="checkbox"/> Confidential		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
_____ Child's name <input type="checkbox"/> Residence information is the same as given on form FL-105/GC-120 for child a. (If NOT the same, provide the information below.)		Place of birth	Date of birth	Sex
Period of residence	Address	Person child lived with (name and complete current address)		Relationship
to present	<input type="checkbox"/> Confidential	<input type="checkbox"/> Confidential		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		
to	Child's residence (City, State)	Person child lived with (name and complete current address)		

# SUMMONS (Family Law)

# CITACIÓN (Derecho familiar)

NOTICE TO RESPONDENT (Name):  
 AVISO AL DEMANDADO (Nombre):

FOR COURT USE ONLY  
 (SOLO PARA USO DE LA CORTE)

You have been sued. Read the information below and on the next page.  
 Lo han demandado. Lea la información a continuación y en la página siguiente.

Petitioner's name is:  
 Nombre del demandante:

CASE NUMBER (NÚMERO DE CASO):

You have **30 calendar days** after this *Summons* and *Petition* are served on you to file a *Response* (form [FL-120](#)) at the court and have a copy served on the petitioner. A letter, phone call, or court appearance will not protect you.

If you do not file your *Response* on time, the court may make orders affecting your marriage or domestic partnership, your property, and custody of your children. You may be ordered to pay support and attorney fees and costs.

For legal advice, contact a lawyer immediately. Get help finding a lawyer at the California Courts Online Self-Help Center ([www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp)), at the California Legal Services website ([www.lawhelpca.org](http://www.lawhelpca.org)), or by contacting your local county bar association.

Tiene **30 días de calendario** después de haber recibido la entrega legal de esta Citación y Petición para presentar una Respuesta (formulario [FL-120](#)) ante la corte y efectuar la entrega legal de una copia al demandante. Una carta o llamada telefónica o una audiencia de la corte no basta para protegerlo.

Si no presenta su Respuesta a tiempo, la corte puede dar órdenes que afecten su matrimonio o pareja de hecho, sus bienes y la custodia de sus hijos. La corte también le puede ordenar que pague manutención, y honorarios y costos legales.

Para asesoramiento legal, póngase en contacto de inmediato con un abogado. Puede obtener información para encontrar un abogado en el Centro de Ayuda de las Cortes de California ([www.sucorte.ca.gov](http://www.sucorte.ca.gov)), en el sitio web de los Servicios Legales de California ([www.lawhelpca.org](http://www.lawhelpca.org)) o poniéndose en contacto con el colegio de abogados de su condado.

**NOTICE—RESTRAINING ORDERS ARE ON PAGE 2:**  
 These restraining orders are effective against both spouses or domestic partners until the petition is dismissed, a judgment is entered, or the court makes further orders. They are enforceable anywhere in California by any law enforcement officer who has received or seen a copy of them.

**AVISO—LAS ÓRDENES DE RESTRICCIÓN SE ENCUENTRAN EN LA PÁGINA 2:** Las órdenes de restricción están en vigencia en cuanto a ambos cónyuges o miembros de la pareja de hecho hasta que se despidan la petición, se emita un fallo o la corte dé otras órdenes. Cualquier agencia del orden público que haya recibido o visto una copia de estas órdenes puede hacerlas acatar en cualquier lugar de California.

**FEE WAIVER:** If you cannot pay the filing fee, ask the clerk for a fee waiver form. The court may order you to pay back all or part of the fees and costs that the court waived for you or the other party.

**EXENCIÓN DE CUOTAS:** Si no puede pagar la cuota de presentación, pida al secretario un formulario de exención de cuotas. La corte puede ordenar que usted pague, ya sea en parte o por completo, las cuotas y costos de la corte previamente exentos a petición de usted o de la otra parte.

[SEAL]

1. The name and address of the court are (El nombre y dirección de la corte son):
2. The name, address, and telephone number of the petitioner's attorney, or the petitioner without an attorney, are: (El nombre, dirección y número de teléfono del abogado del demandante, o del demandante si no tiene abogado, son):

Date (Fecha): Clerk , by (Secretario, por) , Deputy (Asistente)

**STANDARD FAMILY LAW RESTRAINING ORDERS**

**Starting immediately, you and your spouse or domestic partner are restrained from:**

1. removing the minor children of the parties from the state or applying for a new or replacement passport for those minor children without the prior written consent of the other party or an order of the court;
2. cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of any insurance or other coverage, including life, health, automobile, and disability, held for the benefit of the parties and their minor children;
3. transferring, encumbering, hypothecating, concealing, or in any way disposing of any property, real or personal, whether community, quasi-community, or separate, without the written consent of the other party or an order of the court, except in the usual course of business or for the necessities of life; and
4. creating a nonprobate transfer or modifying a nonprobate transfer in a manner that affects the disposition of property subject to the transfer, without the written consent of the other party or an order of the court. Before revocation of a nonprobate transfer can take effect or a right of survivorship to property can be eliminated, notice of the change must be filed and served on the other party.

You must notify each other of any proposed extraordinary expenditures at least five business days prior to incurring these extraordinary expenditures and account to the court for all extraordinary expenditures made after these restraining orders are effective. However, you may use community property, quasi-community property, or your own separate property to pay an attorney to help you or to pay court costs.

**NOTICE—ACCESS TO AFFORDABLE HEALTH**

**INSURANCE:** Do you or someone in your household need affordable health insurance? If so, you should apply for Covered California. Covered California can help reduce the cost you pay towards high quality affordable health care. For more information, visit [www.coveredca.com](http://www.coveredca.com). Or call Covered California at 1-800-300-1506.

**WARNING—IMPORTANT INFORMATION**

California law provides that, for purposes of division of property upon dissolution of a marriage or domestic partnership or upon legal separation, property acquired by the parties during marriage or domestic partnership in joint form is presumed to be community property. If either party to this action should die before the jointly held community property is divided, the language in the deed that characterizes how title is held (i.e., joint tenancy, tenants in common, or community property) will be controlling, and not the community property presumption. You should consult your attorney if you want the community property presumption to be written into the recorded title to the property.

**ÓRDENES DE RESTRICCIÓN ESTÁNDAR DE DERECHO FAMILIAR**

**En forma inmediata, usted y su cónyuge o pareja de hecho tienen prohibido:**

1. llevarse del estado de California a los hijos menores de las partes, o solicitar un pasaporte nuevo o de repuesto para los hijos menores, sin el consentimiento previo por escrito de la otra parte o sin una orden de la corte;
2. cobrar, pedir prestado, cancelar, transferir, deshacerse o cambiar el nombre de los beneficiarios de cualquier seguro u otro tipo de cobertura, como de vida, salud, vehículo y discapacidad, que tenga como beneficiario(s) a las partes y su(s) hijo(s) menor(es);
3. transferir, gravar, hipotecar, ocultar o deshacerse de cualquier manera de cualquier propiedad, inmueble o personal, ya sea comunitaria, cuasicomunitaria o separada, sin el consentimiento escrito de la otra parte o una orden de la corte, excepto en el curso habitual de actividades personales y comerciales o para satisfacer las necesidades de la vida; y
4. crear o modificar una transferencia no testamentaria de manera que afecte la asignación de una propiedad sujeta a transferencia, sin el consentimiento por escrito de la otra parte o una orden de la corte. Antes de que se pueda eliminar la revocación de una transferencia no testamentaria, se debe presentar ante la corte un aviso del cambio y hacer una entrega legal de dicho aviso a la otra parte.

Cada parte tiene que notificar a la otra sobre cualquier gasto extraordinario propuesto por lo menos cinco días hábiles antes de realizarlo, y rendir cuenta a la corte de todos los gastos extraordinarios realizados después de que estas órdenes de restricción hayan entrado en vigencia. No obstante, puede usar propiedad comunitaria, cuasicomunitaria o suya separada para pagar a un abogado que lo ayude o para pagar los costos de la corte.

**AVISO—ACCESO A SEGURO DE SALUD MÁS ECONÓMICO:**

¿Necesita seguro de salud a un costo asequible, ya sea para usted o alguien en su hogar? Si es así, puede presentar una solicitud con Covered California. Covered California lo puede ayudar a reducir el costo que paga por seguro de salud asequible y de alta calidad. Para obtener más información, visite [www.coveredca.com](http://www.coveredca.com). O llame a Covered California al 1-800-300-0213.

**ADVERTENCIA—INFORMACIÓN IMPORTANTE**

De acuerdo a la ley de California, las propiedades adquiridas por las partes durante su matrimonio o pareja de hecho en forma conjunta se consideran propiedad comunitaria para fines de la división de bienes que ocurre cuando se produce una disolución o separación legal del matrimonio o pareja de hecho. Si cualquiera de las partes de este caso llega a fallecer antes de que se divida la propiedad comunitaria de tenencia conjunta, el destino de la misma quedará determinado por las cláusulas de la escritura correspondiente que describen su tenencia (por ej., tenencia conjunta, tenencia en común o propiedad comunitaria) y no por la presunción de propiedad comunitaria. Si quiere que la presunción comunitaria quede registrada en la escritura de la propiedad, debería consultar con un abogado.

# SERVING THE OTHER PARTY

## AND FILING PROOF OF SERVICE OF SUMMONS

### **WHO: Who do I have to have served?**

The Respondent in your case. If your case has other parties in it, they will also need to be served.

### **Who does the service?**

You cannot serve your own papers. Someone 18 years old or older *and* who is not a party to the case must serve the Respondent. That person must hand the documents to the Respondent personally.

If you have a fee waiver, the Sheriff will serve your papers for you. (Civil Division, 920 Mellus Street, Martinez, CA, 8 am - 4 pm)

You can also hire a professional process server to do the service. You can find professional process servers in the Yellow Pages of your phone book or by searching the Internet.

### **WHAT: What papers do I have served on the other party to the case?**

*ALL* of the papers you filed with the Court, and blank responsive documents such as:

- Petition (FL-100) (completed)
- Summons (FL-110) (completed)
- Response (FL-120) (blank)
- Declaration Under UCCJEA (FL-105) (completed)
- Declaration Under UCCJEA (FL-105) (blank)
- Declaration of Disclosure, (if you have completed the following documents at the time you serve the Summons and Petition.) This consists of: completed and blank Declaration of Disclosure (FL-140), Schedule of Assets and Debts (FL-142), Income and Expense Declaration (FL-150).

If you file a Request for Order(s) at the same time you file your Summons and Petition, you will need to serve a filed copy of those papers and a blank Responsive Declaration on the Respondent.

### **What should I do after the other party has been served?**

- Have the person who served the Respondent complete and sign the Proof of Service of Summons (FL-115).
- Make 1 copy of the Proof of Service of Summons
- File the completed Proof of Service and 1 copy at the Clerk's Office, in Martinez.

**WHEN: When do I have to have the other party served?**

- If you filed a Request for Order with the Summons and Petition, at least 16 court days before the hearing or as otherwise stated on your Court papers.
- If you did not file a Request for Order with the Summons and Petition, as soon as possible.

**WHERE: Where do I get a Proof of Service?**

Contra Costa County Public Law Library, AF Bray Building, 1020 Ward Street, 1st Floor, Martinez, or online at [www.cc-courts.org/forms](http://www.cc-courts.org/forms).

**WHY: Why do I have to have the other party served?**

Nothing else may happen in your case if you do not file a Proof of Service. For instance, you can't take the other party's default until you have filed the Proof of Service of Summons.

If you filed a Request for Order when you filed the Petition and Summons and the other party is not served, or is not served on time, the Judge may not hear your case on the date set and may postpone your case until the other party is properly served.

**IF YOU HAVE QUESTIONS ABOUT SERVICE OR FILING YOUR PROOF OF SERVICE OF SUMMONS AND YOU DO NOT HAVE AN ATTORNEY, COME TO THE HELP DESK IN THE MARTINEZ, PITTSBURG OR RICHMOND COURTHOUSES:**

**For addresses, days and times, check the Court's website at:  
[www.cc-courts.org/FLF\\_days-hours](http://www.cc-courts.org/FLF_days-hours)**

1. At the time of service I was at least 18 years of age and not a party to this action. I served the respondent with copies of:
- a. ☐ Family Law: *Petition—Marriage/Domestic Partnership* (form [FL-100](#)), *Summons* (form [FL-110](#)), and blank *Response—Marriage/Domestic Partnership* (form [FL-120](#))
- or—
- b. ☐ Uniform Parentage: *Petition to Determine Parental Relationship* (form [FL-200](#)), *Summons* (form [FL-210](#)), and blank *Response to Petition to Determine Parental Relationship* (form [FL-220](#))
- or—
- c. ☐ Custody and Support: *Petition for Custody and Support of Minor Children* (form [FL-260](#)), *Summons* (form [FL-210](#)), and blank *Response to Petition for Custody and Support of Minor Children* (form [FL-270](#))
- and
- d. ☐ (1) ☐ Completed and blank *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)* (form [FL-105](#))
- (5) ☐ Completed and blank *Financial Statement (Simplified)* (form [FL-155](#))
- (2) ☐ Completed and blank *Declaration of Disclosure* (form [FL-140](#))
- (6) ☐ Completed and blank *Property Declaration* (form [FL-160](#))
- (3) ☐ Completed and blank *Schedule of Assets and Debts* (form [FL-142](#))
- (7) ☐ *Request for Order* (form [FL-300](#)), and blank *Responsive Declaration to Request for Order* (form [FL-320](#))
- (4) ☐ Completed and blank *Income and Expense Declaration* (form [FL-150](#))
- (8) ☐ Other (specify):

3. I served the respondent by the following means (*check proper boxes*):

- A **declaration of diligence** is attached, stating the actions taken to first attempt personal service.



PETITIONER:	
RESPONDENT:	
CASE NUMBER:	

3. c. ☐ **Mail and acknowledgment service.** I mailed the copies to the respondent, addressed as shown in item 2, by

first-class mail, postage prepaid, on (date):  
from (city):  
☐ (1) with two copies of the *Notice and Acknowledgment of Receipt* (form [FL-117](#)) and a postage-paid return envelope addressed to me. (**Attach completed Notice and Acknowledgment of Receipt** (form [FL-117](#).)

☐ (2) to an address outside California (by registered or certified mail with return receipt requested). (**Attach signed return receipt or other evidence of actual delivery to the respondent.**) (Code Civ. Proc., §§ 415.40, 417.20.)

d. ☐ **Other (specify code section):** ☐ Continued on Attachment 3d.

4. **Person who served papers**

Name:

Address:

Telephone number:

This person is

- a. ☐ exempt from registration under Business and Professions Code section 22350(b).  
b. ☐ not a registered California process server.  
c. ☐ a registered California process server: ☐ an employee or ☐ an independent contractor  
(1) Registration no.:  
(2) County:

d. ☐ **The fee for service was (specify):** \$

5. ☐ **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

—or—

6. ☐ **I am a California sheriff, marshal, or constable,** and I certify that the foregoing is true and correct.

Date:

(NAME OF PERSON WHO SERVED PAPERS)

(SIGNATURE OF PERSON WHO SERVED PAPERS)

1. To (name of individual being served):

If the documents described below include a summons and you fail to complete and return this acknowledgment form to the sender within 20 days of the date of mailing, you will be liable for the reasonable expenses incurred after that date in serving you or attempting to serve you with these documents by any other methods permitted by law. If you return this form to the sender, service of a summons is deemed complete on the date you sign the acknowledgment of receipt below. This is **not** an answer to the action. If you do not agree with what is being requested, you must submit a completed *Response* form to the court within 30 calendar days.

(SIGNATURE OF SENDER—MUST NOT BE A PARTY IN THIS CASE  
AND MUST BE 18 YEARS OR OLDER)

## Page 1 of 1

- Form Adopted for Mandatory Use  
Judicial Council of California  
FL-120 [Rev. January 1, 2020]

Page 1 of 3  
Family Code, § 2020  
[www.courts.ca.gov](http://www.courts.ca.gov)

**RESPONSE—MARRIAGE/DOMESTIC PARTNERSHIP**  
(Family Law)

**Respondent requests that the court make the following orders:**

**5. LEGAL GROUNDS** (Family Code sections 2200–2210; 2310–2312)

- a. ☐ **Respondent contends** that the parties never legally married or registered a domestic partnership.  
 b. ☐ **Respondent denies** the grounds set forth in item 5 of the petition.  
 c. ☐ **Respondent requests**

- (1) ☐ Divorce ☐ Legal separation of the marriage or domestic partnership based on  
 (a) ☐ irreconcilable differences. (b) ☐ permanent legal incapacity to make decisions.  
 (2) ☐ Nullity of void marriage or domestic partnership based on  
 (a) ☐ incest. (b) ☐ bigamy.  
 (3) ☐ Nullity of voidable marriage or domestic partnership based on  
 (a) ☐ respondent's age at time of registration of domestic partnership or marriage.  
 (b) ☐ prior existing marriage or domestic partnership.  
 (c) ☐ unsound mind.

- (d) ☐ fraud.  
 (e) ☐ force.  
 (f) ☐ physical incapacity.

**6. CHILD CUSTODY AND VISITATION (PARENTING TIME)**

- Petitioner** **Respondent** **Joint** **Other**
- a. Legal custody of children to ..... ☐ ☐ ☐ ☐
- b. Physical custody of children to ..... ☐ ☐ ☐ ☐
- c. Child visitation (parenting time) be granted to ..... ☐ ☐ ☐ ☐

- As requested in ☐ form FL-311 ☐ form FL-312 ☐ form FL-341(C) ☐ Attachment 6c(1)
- ☐ form FL-341(D) ☐ form FL-341(E)

**7. CHILD SUPPORT**

- a. If there are minor children born to or adopted by Petitioner and Respondent before or during this marriage or domestic partnership, the court will make orders for the support of the children upon request and submission of financial forms by the requesting party.  
 b. An earnings assignment may be issued without further notice.  
 c. Any party required to pay support must pay interest on overdue amounts at the "legal" rate, which is currently 10 percent.  
 d. ☐ Other (specify):

**8. SPOUSAL OR DOMESTIC PARTNER SUPPORT**

- a. ☐ Spousal or domestic partner support payable to ☐ Petitioner ☐ Respondent  
 b. ☐ Terminate (end) the court's ability to award support to ☐ Petitioner ☐ Respondent  
 c. ☐ Reserve for future determination the issue of support payable to ☐ Petitioner ☐ Respondent  
 d. ☐ Other (specify):

**9. SEPARATE PROPERTY**

- a. ☐ There are no such assets or debts that I know of to be confirmed by the court.  
 b. ☐ Confirm as separate property the assets and debts in ☐ *Property Declaration* (form ☐ ).  
☐ the following list. ☐ Item

Confirm to

PETITIONER:  
RESPONDENT:

CASE NUMBER:

PETITIONER:  
RESPONDENT:

CASE NUMBER:

#### 10. COMMUNITY AND QUASI-COMMUNITY PROPERTY

- a. ☐ There are no such assets or debts that I know of to be divided by the court.
- b. ☐ Determine rights to community and quasi-community assets and debts. All such assets and debts are listed  
☐ *Property Declaration* (form ☐ ). ☐  
☐ as follows (*specify*):

#### 11. OTHER REQUESTS

- a. ☐ Attorney's fees and costs payable by ☐ Petitioner ☐ Respondent
- b. ☐ Respondent's former name be restored to (*specify*):
- c. ☐ Other (*specify*):

☐ Continued on Attachment 11c..

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
(SIGNATURE OF RESPONDENT)

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
(SIGNATURE OF ATTORNEY FOR RESPONDENT)

**FOR MORE INFORMATION:** Read *Legal Steps for a Divorce or Legal Separation* ( ) and visit "Families Change" at [www.familieschange.ca.gov](http://www.familieschange.ca.gov) — an online guide for parents and children going through divorce or separation.

**NOTICE:** You may redact (black out) social security numbers from any written material filed with the court in this case other than a form used to collect child, spousal or partner support.

**NOTICE—CANCELLATION OF RIGHTS:** Dissolution or legal separation may automatically cancel the rights of a domestic partner or spouse under the other domestic partner's or spouse's will, trust, retirement plan, power of attorney, pay-on-death bank account, survivorship rights to any property owned in joint tenancy, and any other similar thing. It does not automatically cancel the right of a domestic partner or spouse as beneficiary of the other partner's or spouse's life insurance policy. You should review these matters, as well as any credit cards, other credit accounts, insurance policies, retirement plans, and credit reports, to determine whether they should be changed or whether you should take any other actions. Some changes may require the agreement of your partner or spouse or a court order.

**The original response must be filed in the court with proof of service of a copy on Petitioner.**

## **DECLARATION OF DISCLOSURE**

### **INSTRUCTIONS**

1. Parties to dissolution, legal separation and nullity cases are required to exchange a Preliminary Declaration of Disclosure with the other party. The following forms are the **Declaration of Disclosure** forms:
  - ☐ Declaration of Disclosure (FL-140)
  - ☐ Schedule of Assets and Debts (FL-142)
  - ☐ Income and Expense Declaration (FL-150)
2. Complete these 3 forms. Make 1 copy each of forms FL-140 and FL-142. Do not file these forms with the court.
3. Make 2 copies of form FL-150 and file with the court.
4. Serve a copy of each form (FL-140, FL-142, and a filed copy of FL-150) on the other party in your case.
5. Complete and sign the Declaration Re: Service of Declaration of Disclosure (FL- 141). This document is very important; it tells the Court that you have completed and served your Preliminary Declaration of Disclosure.
6. Make 2 copies and file FL-141 with the court. File the completed Proof of Service and copies at the Clerk's Office, in Martinez.
7. Serve a copy of the filed FL-141 on the other party by mail. See Form FL-335, Proof of Service by Mail.

There are instructions for filling out these forms on the court's self-help website at [www.cc-courthelp.org/formsinstructions](http://www.cc-courthelp.org/formsinstructions).

It is best to serve the Declaration of Disclosure on the other party as soon as possible so your case will move forward.

You can prepare these forms and serve them with the Summons and Petition or you can serve them later by mail or personal service.

There is a requirement to complete a Final Declaration of Disclosure but parties may agree to waive this requirement as part of the judgment process.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):       TELEPHONE NO.: _____ FAX NO. : _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (Name): _____	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
<div style="text-align: center;"><b>DECLARATION OF DISCLOSURE</b></div> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Petitioner's  <input type="checkbox"/> Respondent's         </div> <div> <input type="checkbox"/> Preliminary  <input type="checkbox"/> Final         </div> </div>	CASE NUMBER:

**DO NOT FILE DECLARATIONS OF DISCLOSURE OR FINANCIAL ATTACHMENTS WITH THE COURT**

*In a dissolution, legal separation, or nullity action, both a preliminary and a final declaration of disclosure must be served on the other party with certain exceptions. Neither disclosure is filed with the court. Instead, a declaration stating that service of disclosure documents was completed or waived must be filed with the court (see form FL-141).*

- *In summary dissolution cases, each spouse or domestic partner must exchange preliminary disclosures as described in Summary Dissolution Information (form FL-810). Final disclosures are not required (see Family Code section 2109).*
- *In a default judgment case that is not a stipulated judgment or a judgment based on a marital settlement agreement, only the petitioner is required to complete and serve a preliminary declaration of disclosure. A final disclosure is not required of either party (see Family Code section 2110).*
- *Service of preliminary declarations of disclosure may not be waived by an agreement between the parties.*
- *Parties who agree to waive final declarations of disclosure must file their written agreement with the court (see form FL-144).*

*The petitioner must serve a preliminary declaration of disclosure at the same time as the Petition or within 60 days of filing the Petition. The respondent must serve a preliminary declaration of disclosure at the same time as the Response or within 60 days of filing the Response. The time periods may be extended by written agreement of the parties or by court order (see Family Code section 2104(f)).*

**Attached are the following:**

1. ☐ A completed *Schedule of Assets and Debts* (form FL-142) or ☐ A *Property Declaration* (form FL-160) for (specify):  
☐ Community and Quasi-Community Property    ☐ Separate Property.
2. ☐ A completed *Income and Expense Declaration* (form FL-150).
3. ☐ All tax returns filed by the party in the two years before the date that the party served the disclosure documents.
4. ☐ A statement of all material facts and information regarding valuation of all assets that are community property or in which the community has an interest (*not a form*).
5. ☐ A statement of all material facts and information regarding obligations for which the community is liable (*not a form*).
6. ☐ An accurate and complete written disclosure of any investment opportunity, business opportunity, or other income-producing opportunity presented since the date of separation that results from any investment, significant business, or other income-producing opportunity from the date of marriage to the date of separation (*not a form*).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
SIGNATURE

**THIS FORM SHOULD NOT BE FILED WITH THE COURT****FL-142**ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name and Address)*:

TELEPHONE NO.:

ATTORNEY FOR *(Name)*:**SUPERIOR COURT OF CALIFORNIA, COUNTY OF**

PETITIONER:

RESPONDENT:

**SCHEDULE OF ASSETS AND DEBTS**☐**Petitioner's**☐**Respondent's**

CASE NUMBER:

**— INSTRUCTIONS —**

List all your known community and separate assets or debts. Include assets even if they are in the possession of another person, including your spouse. If you contend an asset or debt is separate, put P (for Petitioner) or R (for Respondent) in the first column (separate property) to indicate to whom you contend it belongs.

All values should be as of the date of signing the declaration unless you specify a different valuation date with the description. For additional space, use a continuation sheet numbered to show which item is being continued.

ITEM NO.	ASSETS DESCRIPTION	SEP. PROP	DATE ACQUIRED	CURRENT GROSS FAIR MARKET VALUE	AMOUNT OF MONEY OWED OR ENCUMBRANCE
1.	REAL ESTATE <i>(Give street addresses and attach copies of deeds with legal descriptions and latest lender's statement.)</i>			\$	\$
2.	HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES <i>(Identify.)</i>				
3.	JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc. <i>(Identify.)</i>				



SCHEDULE OF ASSETS AND DEBTS  
(Family Law)

ITEM NO.	ASSETS DESCRIPTION	SEP. PROP	DATE ACQUIRED	CURRENT GROSS FAIR MARKET VALUE	AMOUNT OF MONEY OWED OR ENCUMBRANCE
4.	VEHICLES, BOATS, TRAILERS (Describe and attach copy of title document.)			\$	\$
5.	SAVINGS ACCOUNTS (Account name, account number, bank, and branch. Attach copy of latest statement.)				
6.	CHECKING ACCOUNTS (Account name and number, bank, and branch. Attach copy of latest statement.)				
7.	CREDIT UNION, OTHER DEPOSIT ACCOUNTS (Account name and number, bank, and branch. Attach copy of latest statement.)				
8.	CASH (Give location.)				
9.	TAX REFUND				
10.	LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE (Attach copy of declaration page for each policy.)				

ITEM NO.	ASSETS DESCRIPTION	SEP. PROP	DATE ACQUIRED	CURRENT GROSS FAIR MARKET VALUE	AMOUNT OF MONEY OWED OR ENCUMBRANCE
11.	STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS <i>(Give certificate number and attach copy of the certificate or copy of latest statement.)</i>			\$	\$
12.	RETIREMENT AND PENSIONS <i>(Attach copy of latest summary plan documents and latest benefit statement.)</i>				
13.	PROFIT - SHARING, ANNUITIES, IRAS, DEFERRED COMPENSATION <i>(Attach copy of latest statement.)</i>				
14.	ACCOUNTS RECEIVABLE AND UNSECURED NOTES <i>(Attach copy of each.)</i>				
15.	PARTNERSHIPS AND OTHER BUSINESS INTERESTS <i>(Attach copy of most current K-1 form and Schedule C.)</i>				
16.	OTHER ASSETS				
17.	TOTAL ASSETS FROM CONTINUATION SHEET				
18.	TOTAL ASSETS			\$	\$

SCHEDULE OF ASSETS AND DEBTS  
(Family Law)

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)

Date:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

27. ☐ (Specify number): \_\_\_\_\_ pages are attached as continuation sheets.

26. TOTAL DEBTS			
25. TOTAL DEBTS FROM CONTINUATION SHEET			
ITEM NO.	DEBTS—SHOW TO WHOM OWED	SEP. PROP.	24. OTHER DEBTS (Specify.):
			23. CREDIT CARDS (Give creditor's name and address and the account number. Attach copy of latest statement.)
DATE INCURRED	TOTAL OWING	\$	22. LOANS—UNSECURED (Give bank name and loan number and attach copy of latest statement.)
			21. SUPPORT ARREARAGES (Attach copies of orders and statements.)
DATE INCURRED	TOTAL OWING	\$	20. TAXES (Give details.)
			19. STUDENT LOANS (Give details.)

PARTY WITHOUT ATTORNEY OR ATTORNEY STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT: OTHER PARTY/PARENT/CLAIMANT:	
<b>INCOME AND EXPENSE DECLARATION</b>	CASE NUMBER:

**1. Employment** (Give information on your current job or, if you're unemployed, your most recent job.)

Attach copies of your pay stubs for last two months (black out Social Security numbers).	a. Employer: b. Employer's address: c. Employer's phone number: d. Occupation: e. Date job started: f. If unemployed, date job ended: g. I work about _____ hours per week. h. I get paid \$ _____ gross (before taxes) <input type="text"/> per month <input type="text"/> per week <input type="text"/> per hour.
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(If you have more than one job, attach an 8 1/2-by-11-inch sheet of paper and list the same information as above for your other jobs. Write "Question 1—Other Jobs" at the top.)

**2. Age and education**

- a. My age is (specify): \_\_\_\_\_
- b. I have completed high school or the equivalent: ☐ Yes ☐ No If no, highest grade completed (specify): \_\_\_\_\_
- c. Number of years of college completed (specify): \_\_\_\_\_ Degree(s) obtained (specify): \_\_\_\_\_
- d. Number of years of graduate school completed (specify): \_\_\_\_\_ Degree(s) obtained (specify): \_\_\_\_\_
- e. I have: ☐ professional/occupational license(s) (specify): \_\_\_\_\_  
☐ vocational training (specify): \_\_\_\_\_

**3. Tax information**

- a. ☐ I last filed taxes for tax year (specify year): \_\_\_\_\_
- b. My tax filing status is ☐ single ☐ head of household ☐ married, filing separately  
☐ married, filing jointly with (specify name): \_\_\_\_\_
- c. I file state tax returns in ☐ California ☐ other (specify state): \_\_\_\_\_
- d. I claim the following number of exemptions (including myself) on my taxes (specify): \_\_\_\_\_

- 4. Other party's income.** I estimate the gross monthly income (before taxes) of the other party in this case at (specify): \$ \_\_\_\_\_  
 This estimate is based on (explain): \_\_\_\_\_

(If you need more space to answer any questions on this form, attach an 8 1/2-by-11-inch sheet of paper and write the question number before your answer.) Number of pages attached: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information contained on all pages of this form and any attachments is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF DECLARANT)

PETITIONER:	
RESPONDENT:	
OTHER PARTY/PARENT/CLAIMANT:	
CASE NUMBER:	

Attach copies of your pay stubs for the last two months and proof of any other income. Take a copy of your latest federal tax return to the court hearing. (Black out your Social Security number on the pay stub and tax return.)

5. **Income** (For average monthly, add up all the income you received in each category in the last 12 months and divide the total by 12.)

	a. Salary or wages (gross, before taxes).....	\$
	b. Overtime (gross, before taxes).....	\$
	c. Commissions or bonuses.....	\$
	d. Public assistance (for example: TANF, SSI, GA/GR) <input type="checkbox"/> currently receiving	\$
	e. Spousal support <input type="checkbox"/> from this marriage <input type="checkbox"/> from a different marriage <input type="checkbox"/> federally taxable*	\$
	f. Partner support <input type="checkbox"/> from this domestic partnership <input type="checkbox"/> from a different domestic partnership	\$
	g. Pension/retirement fund payments.....	\$
	h. Social Security retirement (not SSI).....	\$
	i. Disability: <input type="checkbox"/> Social Security (not SSI) <input type="checkbox"/> State disability (SDI) <input type="checkbox"/> Private insurance	\$
	j. Unemployment compensation.....	\$
	k. Workers' compensation.....	\$
	l. Other (military allowances, royalty payments) (specify):	\$

6. **Investment income** (Attach a schedule showing gross receipts less cash expenses for each piece of property.)

	a. Dividends/interest.....	\$
	b. Rental property income.....	\$
	c. Trust income.....	\$
	d. Other (specify):	\$

7. **Income from self-employment, after business expenses for all businesses**

	I am the <input type="checkbox"/> owner/sole proprietor <input type="checkbox"/> business partner <input type="checkbox"/> other (specify):
	Number of years in this business (specify):
	Name of business (specify):
	Type of business (specify):

Attach a profit and loss statement for the last two years or a Schedule C from your last federal tax return. Black out your Social Security number. If you have more than one business, provide the information above for each of your businesses.

8. ☐ **Additional income.** I received one-time money (lottery winnings, inheritance, etc.) in the last 12 months (specify source and amount):

9. ☐ **Change in income.** My financial situation has changed significantly over the last 12 months because (specify):

10. **Deductions**

Last month	a. Required union dues.....	\$
	b. Required retirement payments (not Social Security, FICA, 401(k), or IRA).....	\$
	c. Medical, hospital, dental, and other health insurance premiums (total monthly amount).....	\$
	d. Child support that I pay for children from other relationships.....	\$
	e. Spousal support that I pay by court order from a different marriage <input type="checkbox"/> federally tax deductible*	\$
	f. Partner support that I pay by court order from a different domestic partnership.....	\$
	g. Necessary job-related expenses not reimbursed by my employer (attach explanation labeled "Question 10g").....	\$

11. **Assets**

	a. Cash and checking accounts, savings, credit union, money market, and other deposit accounts.....	\$
	b. Stocks, bonds, and other assets I could easily sell.....	\$
	c. All other property, <input type="checkbox"/> real and <input type="checkbox"/> personal (estimate fair market value minus the debts you owe).....	\$

\* Check the box if the spousal support order or judgment was executed by the parties and the court before January 1, 2019, or if a court-ordered change maintains the spousal support payments as taxable income to the recipient and tax deductible to the payor.

PETITIONER: RESPONDENT: OTHER PARTY/PARENT/CLAIMANT:	CASE NUMBER:
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**12. The following people live with me:**

Name	Age	How the person is related to me (ex: son)	That person's gross monthly income	Pays some of the household expenses?	
a.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
d.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
e.				<input type="checkbox"/> Yes	<input type="checkbox"/> No

**13. Average monthly expenses**    ☐ Estimated expenses    ☐ Actual expenses    ☐ Proposed needs

a. Home: (1) <input type="checkbox"/> Rent or <input type="checkbox"/> mortgage..... \$ _____ If mortgage: (a) average principal:     \$ _____ (b) average interest:     \$ _____ (2) Real property taxes..... \$ _____ (3) Homeowner's or renter's insurance (if not included above)..... \$ _____ (4) Maintenance and repair..... \$ _____ b. Health-care costs not paid by insurance..... \$ _____ c. Child care..... \$ _____ d. Groceries and household supplies..... \$ _____ e. Eating out..... \$ _____ f. Utilities (gas, electric, water, trash)..... \$ _____ g. Telephone, cell phone, and e-mail..... \$ _____	h. Laundry and cleaning..... \$ _____ i. Clothes..... \$ _____ j. Education..... \$ _____ k. Entertainment, gifts, and vacation..... \$ _____ l. Auto expenses and transportation (insurance, gas, repairs, bus, etc.)..... \$ _____ m. Insurance (life, accident, etc.; do not include auto, home, or health insurance)..... \$ _____ n. Savings and investments..... \$ _____ o. Charitable contributions..... \$ _____ p. Monthly payments listed in item 14 (itemize below in 14 and insert total here)..... \$ _____ q. Other (specify): \$ _____ <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           r. <b>TOTAL EXPENSES</b> (a–q) (do not add in                the amounts in a(1)(a) and (b)) \$ _____         </div> s. <b>Amount of expenses paid by others</b> \$ _____
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**14. Installment payments and debts not listed above**

Paid to	For	Amount	Balance	Date of last payment
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

**15. Attorney fees** (This information is required if either party is requesting attorney fees):

- a. To date, I have paid my attorney this amount for fees and costs (specify): \$
- b. The source of this money was (specify):
- c. I still owe the following fees and costs to my attorney (specify total owed): \$
- d. My attorney's hourly rate is (specify):

I confirm this fee arrangement.

Date:

 \_\_\_\_\_  
 (TYPE OR PRINT NAME)

 \_\_\_\_\_  
 (SIGNATURE OF DECLARANT)

PETITIONER:	
RESPONDENT:	
OTHER PARTY/PARENT/CLAIMANT:	
CASE NUMBER:	

CHILD SUPPORT INFORMATION  
(NOTE: Fill out this page only if your case involves child support.)

16. Number of children

- a. I have (specify number): \_\_\_\_\_ children under the age of 18 with the other parent in this case.  
b. The children spend \_\_\_\_\_ percent of their time with me and \_\_\_\_\_ percent of their time with the other parent.  
(If you're not sure about percentage or it has not been agreed on, please describe your parenting schedule here.)

17. Children's health-care expenses

- a. ☐ I do ☐ I do not have health insurance available to me for the children through my job.  
b. Name of insurance company: \_\_\_\_\_  
c. Address of insurance company: \_\_\_\_\_

- d. The monthly cost for the children's health insurance is or would be (specify): \$ \_\_\_\_\_  
(Do not include the amount your employer pays.)

18. Additional expense for the children in this case

- a. Childcare so I can work or get job training. \$ \_\_\_\_\_  
b. Children's health care not covered by insurance. \$ \_\_\_\_\_  
c. Travel expenses for visitation. \$ \_\_\_\_\_  
d. Children's educational or other special needs (specify below): \$ \_\_\_\_\_
- Amount per month

19. Special hardships. I ask the court to consider the following special financial circumstances (attach documentation of any item listed here, including court orders):

- a. Extraordinary health expenses not included in 18b. \$ \_\_\_\_\_  
b. Major losses not covered by insurance (examples: fire, theft, other insured loss). \$ \_\_\_\_\_  
c. (1) Expenses for my minor children who are from other relationships and are living with me. \$ \_\_\_\_\_  
(2) Names and ages of those children (specify): \_\_\_\_\_
- Amount per month
- For how many months?

20. Other information I want the court to know concerning support in my case (specify):

- (3) Child support I receive for those children. \$ \_\_\_\_\_  
The expenses listed in a, b, and c create an extreme financial hardship because (explain): \_\_\_\_\_

***AFTER SERVICE OF THE  
DISCLOSURE DOCUMENTS,  
COMPLETE, FILE AND SERVE  
THE FOLLOWING FORM***



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   	
TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (Name): _____	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
<b>DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE AND INCOME AND EXPENSE DECLARATION</b> <input type="checkbox"/> Petitioner's <input type="checkbox"/> Preliminary <input type="checkbox"/> Respondent's <input type="checkbox"/> Final	CASE NUMBER:

1. I am the ☐ attorney for ☐ petitioner ☐ respondent in this matter.
  
2. ☐ Petitioner's ☐ Respondent's *Preliminary Declaration of Disclosure* (form FL-140), current\* *Income and Expense Declaration* (form FL-150), completed *Schedule of Assets and Debts* (form FL-142) or *Community and Separate Property Declarations* (form FL-160) with appropriate attachments, all tax returns filed by the party in the two years before service of the preliminary disclosures, and all other required information under Family Code section 2104 were served on:  
☐ the other party      ☐ the other party's attorney    by    ☐ personal service      ☐ mail  
☐ Other (specify): \_\_\_\_\_  
 on (date): \_\_\_\_\_
  
3. ☐ Petitioner's ☐ Respondent's *Final Declaration of Disclosure* (form FL-140), current\* *Income and Expense Declaration* (form FL-150), completed *Schedule of Assets and Debts* (form FL-142) or *Community and Separate Property Declarations* (form FL-160) with attachments, and the material facts and information required by Family Code section 2105 were served on:  
☐ the other party      ☐ other party's attorney    by    ☐ personal service      ☐ mail  
☐ Other (specify): \_\_\_\_\_  
 on (date): \_\_\_\_\_
  
4. ☐ Service of ☐ Petitioner's ☐ Respondent's ☐ preliminary ☐ final declaration of disclosure  
☐ current income and expense declaration has been waived as follows:
  - a. ☐ The parties agreed to waive final declaration of disclosure requirements under Family Code section 2105(d.)  
 (Form FL-144 may be used for this purpose.) The waiver ☐ was filed on (date): \_\_\_\_\_  
☐ is being filed at the same time as this form.
  - b. ☐ The party has failed to comply with disclosure requirements, and the court has granted the request for voluntary waiver of receipt under Family Code section 2107 on (date): \_\_\_\_\_
  - c. ☐ This is a default proceeding that does not include a stipulated judgment or settlement agreement. Petitioner waives final disclosure requirements under Family Code section 2110.

\*Current is defined as completed within the past three months providing no facts have changed. (Cal. Rules of Court, rule 5.260.)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_



(TYPE OR PRINT NAME)

SIGNATURE

NOTE: File this document with the court.  
 Do not file a copy of the Preliminary or Final Declaration of Disclosure or  
 any attachments to either declaration of disclosure with this document.