

# **REQUEST FOR ORDER**

## **Family Law**

### What you will find in this packet:

- **Additional Resources** (FamLaw-101-INFO)
- **Requirements for Filing Court Papers** (MC-500-INFO)
- **Request for Order – Instructions** (FamLaw-006a)
- **Request for Order** (FL-300)
- **Information Sheet for Request for Order** (FL-300-INFO)
- **How to Write a Declaration** (FamLaw-113-INFO)
- **Additional Page** (MC-020)
- **Interpreter Request** (MC-300e&s)
- **Child Custody and Visitation (Parenting Time) Application Attachment** (FL-311)
- **What Are Visitation or Parenting Time Orders?** (FL-311-INFO)
- **Declaration Under the UCCJEA** (FL-105/GC-120) (2 copies)
- **Attachment to Declaration Under Uniform Child Custody Jurisdiction and Enforcement ACT (UCCJEA)** (FL-105(A)/GC-120(A)) (2 copies)
- **Child Custody Information Sheet—Child Custody Mediation** (FL-314-INFO)
- **Income and Expense Declaration** (FL-150) (2 copies)
- **Serving the Other Parties – Request for Order** (FamLaw-104b)
- **Responsive Declaration to Request for Order** (FL-320)
- **Information Sheet: Responsive Declaration to Request for Order** (FL-320-INFO)
- **Proof of Personal Service** (FL-330)
- **Information Sheet for Proof of Personal Service** (FL-330-INFO)
- **Proof of Service by Mail** (FL-335)
- **Information Sheet for Proof of Service by Mail** (FL-335-INFO)
- **Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order** (FL-334)

**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](http://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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*The*  
Contra Costa County

Bar Association

*is proud to sponsor*

*the*

*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**

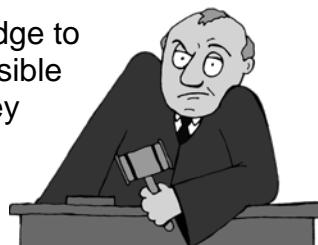
If you print Judicial Council forms from your computer, print them out single-sided. (Don't print double-sided unless you know how to tumble the pages). Judicial Council forms can be found at <http://www.courts.ca.gov/forms.htm>.

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.



# How to Set or Change a Custody, Visitation or Support Order

<b>STEP 1</b>	Except in cases involving domestic violence, you are required to <u>meet and discuss the issues in the case and make a good faith attempt to settle all issues and exchange all relevant documents and information.</u> Read Local Rule 5.4
<b>STEP 2</b>  Only if the case involves domestic violence or the parties are unable to settle their case	<b>Complete</b> the following forms: <input type="checkbox"/> <b>Request for Order</b> (FL-300) <input type="checkbox"/> <b>Attachment to Judicial Council Form</b> (MC-020) ( <i>OPTIONAL</i> . Use this form to provide additional information in response to Question 2c of the Request for Order-FL-300) <input type="checkbox"/> <b>Interpreter Request</b> (MC-300e7&s) ( <i>OPTIONAL</i> )  <u>If you are seeking custody or visitation orders, ALSO complete:</u> <input type="checkbox"/> <b>Child Custody and Visitation Application Attachment</b> (FL-311) <input type="checkbox"/> <b>Declaration Under UCCJEA</b> (FL-105)  <u>If you are seeking orders regarding property and/or child or spousal support, ALSO complete:</u> <input type="checkbox"/> <b>Income and Expense Declaration</b> (FL-150) ( <i>for spousal support OR if you are self-employed</i> ).
<b>STEP 3</b>	<u>Make</u> 2 copies, in addition to the original.
<b>STEP 4</b>  There is a filing fee, unless the fee is waived.  No fee for child support requests where DCSS is involved.	<b>File</b> your documents:  Pay the filing fee and file your documents at the Spinetta courthouse, 751 Pine Street in Martinez. If your case is assigned to a judge in Pittsburg, you may file your documents at the Arnason Justice Center, 1000 Center Drive in Pittsburg.  If you are asking for a fee waiver, complete the fee waiver packet and attach it to the front of your papers. If the fee waiver is denied, you must pay the filing fee or your court date will be canceled.
<b>STEP 5</b>  The judge will not be able to act on your papers if this step is omitted or done incorrectly.	<b>SERVICE</b>  Someone, not YOU, who is at least 18 years old, must hand deliver or mail the filed copies to the other party. You can find a "Process Server" who will do this for a fee.  The papers must be delivered or mailed 16 COURT days before the hearing (weekends and holidays do not count). When service is completed, the server must fill in either the FL-330 or FL-335 and you must file the original form in court with one copy for your files.
<b>STEP 6</b>	<b>Go to your Hearing.</b>

## **GENERAL INFORMATION**

1. You must have an open court case in Contra Costa County before you file a request for order. If you are not sure if you have an open case, come to drop-in hours at a Family Law Facilitator's office and they can check for you.
2. The Request for Order form is used when you want the judge to enter new orders or change existing orders.
3. If you are asking the court to change your current order, you must attach a copy of the order you want to change. A copy of your order can be purchased at Court Records, 1111 Ward Street in Martinez, Monday through Friday (except holidays) from 8:00 am to 4:00 pm.
4. If the Department of Child Support Services is involved in your case, leave a copy of your papers at the Reception Desk in the Spinetta Family Law Center, 751 Pine Street in Martinez, or mail a copy to: DCSS;

## **AFTER YOUR COURT DATE**

Family law facilitators will prepare orders after hearing if both parties do not have attorneys. If you are not sure whether the facilitators are preparing your order, come to drop-in hours at any facilitators' office and they can check for you.

PARTY WITHOUT ATTORNEY OR ATTORNEY		STATE BAR NUMBER:		<b>FOR COURT USE ONLY</b>
NAME:	FIRM NAME:	STATE:	ZIP CODE:	
STREET ADDRESS:		FAX NO.:		
CITY:	TELEPHONE NO.:			
EMAIL 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>REQUEST FOR ORDER</b> <input type="checkbox"/> CHANGE <input type="checkbox"/> TEMPORARY EMERGENCY ORDERS				CASE NUMBER:
<input type="checkbox"/> Child Custody		<input type="checkbox"/> Visitation (Parenting Time)		<input type="checkbox"/> Spousal or Partner Support
<input type="checkbox"/> Child Support		<input type="checkbox"/> Property Control		<input type="checkbox"/> Attorney's Fees and Costs
<input type="checkbox"/> Other (specify):				

*Note: Read form [FL-300-INFO](#) for information about how to complete this form. To ask to change or end an order that was granted in a Restraining Order After Hearing (form DV-130 or JV-255), read form [FL-300-INFO](#) and form [DV-300-INFO](#)*

### NOTICE OF HEARING

1. TO (name): \_\_\_\_\_  
 Petitioner  Respondent  Other Parent/Party  Other (specify):

2. A COURT HEARING WILL BE HELD AS FOLLOWS:

a. Date:	Time:	<input type="checkbox"/> Dept.:	<input type="checkbox"/> Room.:
b. Address of court	<input type="checkbox"/> same as noted above	<input type="checkbox"/> other (specify):	

3. **WARNING to the person served with the Request for Order:** The court may make the requested orders without you if you do not file a *Responsive Declaration to Request for Order* (form FL-320), serve a copy on the other parties at least nine court days before the hearing (unless the court has ordered a shorter period of time), and appear at the hearing. (See form [FL-320-INFO](#) for more information.)

### COURT ORDER

(FOR COURT USE ONLY)

4.  Time  for service  until the hearing is shortened. Service must be on or before (date):

5.  A *Responsive Declaration to Request for Order* (form FL-320) must be served on or before (date):

6.  The parties must attend an appointment for child custody mediation or child custody recommending counseling as follows (specify date, time, and location):

7.  The orders in *Temporary Emergency (Ex Parte) Orders* (form FL-305) apply to this proceeding and must be personally served with all documents filed with this *Request for Order*.

8.  Other (specify):

Date: \_\_\_\_\_ JUDICIAL OFFICER \_\_\_\_\_

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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## REQUEST FOR ORDER

**Note:** Place a mark **X** in front of the box that applies to your case or to your request. If you need more space, mark the box for "Attachment." For example, mark "Attachment 2a" to indicate that the list of children's names and birth dates continues on a paper attached to this form. Then, on a sheet of paper, list each attachment number followed by your request. At the top of the paper, write your name, case number, and "FL-300" as a title. (You may use *Attached Declaration* ([form MC-031](#)) for this purpose.)

1.  RESTRAINING ORDER INFORMATION

One or more domestic violence restraining/protective orders are now in effect between (*specify*):

Petitioner  Respondent  Other Parent/Party (*Attach a copy of the orders if you have one.*)

The orders are from the following court or courts (*specify county and state*):

a.  Criminal: County/state (*specify*):

Case No. (*if known*):

b.  Family: County/state (*specify*):

Case No. (*if known*):

c.  Juvenile: County/state (*specify*):

Case No. (*if known*):

d.  Other: County/state (*specify*):

Case No. (*if known*):

2.  CHILD CUSTODY

I request temporary emergency orders

VISITATION (PARENTING TIME)

a. I request that the court make orders about the following children (*specify*):

Child's Name

Date of Birth

Legal Custody to (*person who decides: health, education, etc*):

Physical Custody to (*person with whom child lives*):

b.  The orders I request for  child custody  visitation (parenting time) are:

[Attachment 2a.](#)

(1)  Specified in the attached forms:

Form [FL-305](#)  Form [FL-311](#)  Form [FL-312](#)  Form [FL-341\(C\)](#)

Form [FL-341\(D\)](#)  Form [FL-341\(E\)](#)  Other (*specify*):

(2)  As follows (*specify*):

[Attachment 2b.](#)

c. The orders that I request are in the best interest of the children because (*specify*):

[Attachment 2c.](#)

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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2. d.  This is a change from the current order for  child custody  visitation (parenting time).  
 (1)  The order for legal or physical custody was filed on (date): \_\_\_\_\_ . The court ordered (specify): \_\_\_\_\_

(2)  The visitation (parenting time) order was filed on (date): \_\_\_\_\_ . The court ordered (specify): \_\_\_\_\_

3.  CHILD SUPPORT

(Note: An earnings assignment may be issued. See *Income Withholding for Support* (form [FL-195](#))

a. I request that the court order child support as follows:

Child's name and age  I request support for each child Monthly amount (\$) requested based on the child support guideline. (if not by guideline)

[Attachment 2d.](#)

b.  I want to change a current court order for child support filed on (date):  
 The court ordered child support as follows (specify): \_\_\_\_\_

[Attachment 3a.](#)

c. I have completed and filed with this *Request for Order* a current *Income and Expense Declaration* (form [FL-150](#)) or I filed a current *Financial Statement (Simplified)* ([form FL-155](#)) because I meet the requirements to file form FL-155.

d. The court should make or change the support orders because (specify):  [Attachment 3d.](#)

4.  SPOUSAL OR DOMESTIC PARTNER SUPPORT

(Note: An *Earnings Assignment Order for Spousal or Partner Support* ([form FL-435](#)) may be issued.)

a.  Amount requested (monthly): \$ \_\_\_\_\_

b.  I want the court to  change  end the current support order filed on (date):  
 The court ordered \$ \_\_\_\_\_ per month for support.

c.  This request is to modify (change) spousal or partner support after entry of a judgment.  
 I have completed and attached *Spousal or Partner Support Declaration Attachment* (form [FL-157](#)) or a declaration that addresses the same factors covered in form FL-157.

d. I have completed and filed a current *Income and Expense Declaration* (form [FL-150](#)) in support of my request.

e. The court should make, change, or end the support orders because (specify):  [Attachment 4e.](#)

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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5.  PROPERTY CONTROL

I request temporary emergency orders

a. The  petitioner  respondent  other parent/party be given exclusive temporary use, possession, and control of the following property that we  own or are buying  lease or rent (*specify*):

b. The  petitioner  respondent  other parent/party be ordered to make the following payments on debts and liens coming due while the order is in effect:

Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_

Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_

Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_

Pay to: \_\_\_\_\_ For: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Due date: \_\_\_\_\_

c.  This is a change from the current order for property control filed on (*date*):

d. Specify in [Attachment 5d](#) the reasons why the court should make or change the property control orders.

6.  ATTORNEY'S FEES AND COSTS

I request attorney's fees and costs, which total (*specify amount*): \$ \_\_\_\_\_ . I filed the following to support my request:

- a. A current *Income and Expense Declaration* (form [FL-150](#)).
- b. A *Request for Attorney's Fees and Costs Attachment* (form [FL-319](#)) or a declaration that addresses the factors covered in that form.
- c. A *Supporting Declaration for Attorney's Fees and Costs Attachment* (form [FL-158](#)) or a declaration that addresses the factors covered in that form.

7.  OTHER ORDERS REQUESTED (*specify*):

[Attachment 7](#).

8.  TIME FOR SERVICE / TIME UNTIL HEARING I urgently need:

a.  To serve the *Request for Order* no less than (*number*): \_\_\_\_\_ court days before the hearing.

b.  The hearing date and service of the *Request for Order* to be sooner.

c. I need the order because (*specify*):

[Attachment 8](#).

9.  FACTS TO SUPPORT the orders I request are listed below. The facts that I write in support and attach to this request cannot be longer than 10 pages, unless the court gives me permission.

[Attachment 9](#).

I declare under penalty of perjury under the laws of the State of California that the information provided in this form and all attachments is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF APPLICANT)



### Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to [courts.ca.gov/forms](http://courts.ca.gov/forms) for *Disability Accommodations Request* (form [MC-410](#)). (Civ. Code, § 54.8.)

# FL-300-INFO Information Sheet for Request for Order

## 1 USE Request for Order (form FL-300):

- To schedule a court hearing and ask the court to make new orders or to change orders in your case.
- When *Restraining Order After Hearing* (form [DV-130](#)) has expired, and you want to change the orders that are still in effect (examples: child custody, visitation (parenting time), child support, and other orders).
- To change or end *Juvenile Restraining Order After Hearing* (form [JV-255](#)) when the case is closed (dismissed) and the order was granted under the Code of Civil Procedure.

## 2 DO NOT USE Request for Order (form FL-300):

- To ask for a restraining order against your spouse or domestic partner, a former spouse or domestic partner, or someone you have a child with. Read *How to Ask for a Temporary Restraining Order* (form [DV-505-INFO](#)).
- To ask to change or end a *Restraining Order After Hearing* granted under the Domestic Violence Prevention Act, including form DV-130 and form JV-255 in a juvenile case. For more information, read *How Do I Ask to Change or End a Domestic Violence Restraining Order?* (form [DV-300-INFO](#)).
- Before you have filed a Petition to start your family law case (form FL-300 may be filed with the Petition).
- If you and the other party have an agreement. For information about how to write up your agreement, get it approved by the court, and filed in your case, see [selfhelp.courts.ca.gov/family-law/agreements](http://selfhelp.courts.ca.gov/family-law/agreements), speak with an attorney, or get help at your court's self-help center or family law facilitator's office.
- When specific Judicial Council forms must be used to ask the court for other orders. For example, to ask for an order for contempt, use form [FL-410](#); to set aside a child support order, use form [FL-360](#) or form [FL-640](#); to set aside a voluntary declaration of paternity, use form [FL-280](#).

## 3 Forms checklist

- a. Form FL-300, Request for Order, is the basic form you need to file with the court. Depending on your request, you may need the forms listed in items b through h, below:
- b. To request child custody or visitation (parenting time) orders, you may need to complete some of these forms:
  - [FL-105, Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act](#)
  - [FL-311, Child Custody and Visitation \(Parenting Time\) Application Attachment](#)
  - [FL-312, Request for Child Abduction Prevention Orders](#)
  - [FL-341\(C\), Children's Holiday Schedule Attachment](#)
  - [FL-341\(D\), Additional Provisions—Physical Custody Attachment](#)
  - [FL-341\(E\), Joint Legal Custody Attachment](#)
- c. If you want child support, you need this form:
  - A current [FL-150, Income and Expense Declaration](#). You may use [form FL-155, Financial Statement \(Simplified\)](#), instead of form FL-150 if you meet the requirements listed on page 2 of form FL-155.
- d. If you want spousal or partner support or orders about your finances, you may need or want to use these forms:
  - A current [FL-150, Income and Expense Declaration](#)
  - [FL-157, Spousal or Partner Support Declaration Attachment](#)
- e. If you want attorney's fees and costs, you need these forms:\*
  - A current [FL-150, Income and Expense Declaration](#)
  - [FL-319, Request for Attorney's Fees and Costs Attachment](#) (or provide the information in a declaration)
  - [FL-158, Supporting Declaration for Attorney's Fees and Costs](#) (or provide the information in a declaration)

(\*The above forms are not required when asking for attorney's fees and costs under the Domestic Violence Prevention Act.)
- f. To request temporary emergency (ex parte) orders, you need these forms:
  - [FL-305, Temporary Emergency Orders](#), to serve as the proposed temporary emergency orders.
  - Your declaration describing how and when you gave notice about the request for temporary emergency orders. You may use [form FL-303, Declaration Regarding Notice and Service of Request for Temporary Emergency \(Ex Parte\) Orders](#).
  - Other forms required by local courts. See item 9 on page 3 of this form for more information.
- g. If you plan to have witnesses testify at the hearing, you may want to use:
  - [FL-321, Witness List](#)
- h. If you want to request a separate trial (bifurcation) on an issue, you need form:
  - [FL-315, Request or Response to Request for Separate Trial](#)



#### 4 Complete form FL-300 (Page 1)

**Caption:** Complete the top part with your name, address, and telephone number. Below that, fill in the court's address.

Write the name of the Petitioner, Respondent, or Other Parent/Party. (You must use the party names as they appear in the petition.)

In the next section, check "CHANGE" if you want to change an existing order. Check "TEMPORARY EMERGENCY (EX PARTE) ORDER" if you are asking that the court make emergency orders that will be effective until the hearing date.

Then, check the boxes that apply to the orders you are requesting. Finally, in the box on the right, write your case number.

**Item 1:** List the name(s) of the other person(s) in your case who will receive your request. In some cases, this might include a grandparent who is joined as a party in the case, a local child support agency, or a lawyer who represents a child in the case.

**Item 2:** Leave this blank. The court clerk will fill in the date, time, and location of the hearing.

**Item 3:** This is a notice to all other parties.

**Items 4–5:** Leave these blank. The court will complete them if the orders are granted.

**Item 6:** In some counties, the court clerk will check item 6 and provide the details for your required child custody mediation or recommending counseling appointment. Other courts require the party or the party's lawyer to make the appointment and then complete item 6 before filing form FL-300.

Ask your court's Family Law Facilitator or Self-Help Center to find out what your court requires.

**Items 7–8:** Leave these blank. The court will complete them, if needed.

#### 5 Complete form FL-300 (pages 2–4)

#### 6 Complete additional forms and make copies

Complete any additional forms that you need to file with the *Request for Order*. Make at least two copies of your full packet.

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ TELEPHONE NO.: _____ EMAIL ADDRESS: _____ ATTORNEY FOR (name): _____		STATE BAR NUMBER: _____ STATE: _____ ZIP CODE: _____ FAX NO.: _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____			
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:			CASE NUMBER: _____
<input type="checkbox"/> CHANGE <input type="checkbox"/> TEMPORARY EMERGENCY ORDERS <input type="checkbox"/> Child Custody <input type="checkbox"/> Visitation (Parenting Time) <input type="checkbox"/> Spousal or Partner Support <input type="checkbox"/> Child Support <input type="checkbox"/> Property Control <input type="checkbox"/> Attorney's Fees and Costs <input type="checkbox"/> Other (specify): _____			
<small>Note: Read form FL-300-INFO for information about how to complete this form. To ask to change or end an order that was granted in a Restraining Order After Hearing (form DV-130 or JV-255), read form FL-300-INFO and form DV-300-INFO.</small>			
<b>NOTICE OF HEARING</b>			
1. TO (name(s)): _____ <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other Parent/Party <input type="checkbox"/> Other (specify): _____			
2. A COURT HEARING WILL BE HELD AS FOLLOWS: a. Date: _____ Time: _____ Dept: _____ Room: _____ b. Address of court: _____ same as noted above <input type="checkbox"/> other (specify): _____			
3. WARNING to the person served with the <i>Request for Order</i> : The court may make the requested orders without you if you do not file a <i>Responsive Declaration to Request for Order</i> (form FL-320), serve a copy on the other parties at least nine court days before the hearing (unless the court has ordered a shorter period of time), and appear at the hearing. (See form FL-320-INFO for more information.)			
<b>COURT ORDER</b> (FOR COURT USE ONLY)			
4. <input type="checkbox"/> Time <input type="checkbox"/> for service <input type="checkbox"/> until the hearing      Service must be on or before (date): _____ 5. <input type="checkbox"/> A <i>Responsive Declaration to Request for Order</i> (form FL-320) must be served on or before (date): _____ 6. <input type="checkbox"/> The parties must attend an appointment for child custody mediation or child custody recommending counseling as follows (specify date, time, and location):  7. <input type="checkbox"/> The orders in <i>Temporary Emergency (Ex Parte) Orders</i> (form FL-305) apply to this proceeding and must be personally served with all documents filed with this <i>Request for Order</i> . 8. <input type="checkbox"/> Other (specify): _____			
Date: _____			
<b>REQUEST FOR ORDER</b>			JUDICIAL OFFICER <small>Family Code, §§ 2045, 2107, 6224 Code of Civil Procedure, §§ 1000, 1010 Government Code, § 2626 Cal. Rules of Court, Rule 5.80 www.courtinfo.ca.gov</small>

#### 7 File your documents

Give your paperwork and the copies you made to the court clerk to process. You may take them to the clerk's office in person, mail them, or, in some counties, you can e-file them.

The clerk will keep the original and give you back the copies you made with a court date and time stamped on the first page of the *Request for Order*. The procedure may be different in some courts if you are requesting temporary emergency orders.

#### 8 Pay filing fees

A fee is due at the time of filing.

If you cannot afford to pay the filing fee, and you do not already have a valid fee waiver order in this case, you can ask the court to waive the fee by completing and filing [form FW-001, Request to Waive Court Fees](#), and [form FW-003, Order on Court Fee Waiver](#).

9

**Temporary Emergency (Ex Parte) Orders**

(nondomestic violence restraining orders)

Courts can make temporary orders in your family law case to respond to emergencies that cannot wait to be heard on the court's regular hearing calendar.

*The emergency must involve an immediate or irreparable harm to a party or children in the case, or an immediate loss or damage to property.*

*Under Family Code section 3064, "immediate harm to a child" includes, but is not limited to, a child:*

- *Whose parent has committed acts of domestic violence; or*
- *Who is a victim of sexual abuse.*

*When deciding whether there is immediate harm to a child, the court will consider whether a parent has illegal access to firearms or ammunition.*

To request these orders:

- Complete form FL-300. Describe the emergency and explain why you need the temporary emergency orders before the hearing.
- Complete form FL-305 to serve as your proposed temporary orders.
- Include a declaration describing how and when you notified the other parties (or why you could not give notice) about your request and the hearing (see form FL-303).
- Complete forms required by local court rules.
- Follow your court's local procedures for reserving the day for the hearing, submitting your paperwork, and paying filing fees.

10

**General information about "service"**

"Service" is the act of giving your legal papers to all persons named as parties in the case so that they know what orders you are asking for and have information about the hearing.

If the other parties are NOT properly served, the judge cannot make the orders you requested on the date of the hearing.

11

**Serve the Request for Order, blank forms**

The other party must be "served" with a:

- Copy of the *Request for Order* and all the other forms and attachments filed with the court clerk.

- Copy of temporary emergency orders granted.
- Blank [form FL-320, Responsive Declaration to Request for Order](#).
- Blank form [FL-150, Income and Expense Declaration](#) (if you served form FL-150 or FL-155).

12

**Who can be a "server"**

You cannot serve the papers. Have someone else (who is at least 18 years old) do it. The server can be a friend, a relative who is not involved in your case, a sheriff, or a professional process server.

13

**"Personal service"**

Personal service means that your server walks up to each person to be served, makes sure the right person is served, and then hand-delivers a copy of all the papers (and the blank forms). If the person served does not take the papers, the server may leave the papers near the person.



Note: Sometimes the papers may be personally served on the other party's lawyer (if the other party has one) in the family law case.

14

**"Service by mail"** Service by mail means that your server places copies of all the documents (and blank forms) in a sealed envelope and mails them to the address of each party being served (or to the party's lawyer, if the party has one).

The server must be 18 years of age or over and live or work in the county where the mailing took place.

**Important!** For questions about personal service or service by mail, talk with a lawyer or check with your court's family law facilitator or self-help center at [selfhelp.courts.ca.gov/court-based-self-help-services](http://selfhelp.courts.ca.gov/court-based-self-help-services).

## 15 When to use personal service or service by mail

### Personal Service

Personal service is the best way to make sure the other adults in your case are correctly served. Sometimes you **must** use personal service.

You **must** use personal service when the court:

- Ordered personal service;
- Granted temporary emergency orders;
- Does not yet have the power to make orders that apply to the other party because the person has either NOT previously:
  - Been served with a *Summons and Petition*; \*

*OR*

- Appeared in the case by filing a:
  - a. *Response to a Petition*;
  - b. *Appearance, Stipulations, and Waivers*;
  - c. Written notice of appearance;
  - d. Request to strike all or part of the *Petition*; or
  - e. Request to transfer the case.

\*Note: A *Request for Order* may be served at the same time as the family law *Summons* and *Petition*.

1. After serving, the server must fill out a *Proof of Personal Service* (form [FL-330](#)) and give it to you. If the server needs instructions, give them form [FL-330-INFO](#), *Information Sheet for Proof of Personal Service*.
2. Take the completed *Proof of Personal Service* form to the clerk's office (or e-file it, if available in your court) at least 5 court days before your hearing.

**Deadline:** The deadline for personal service is **16 court days** before the hearing date, unless the court orders a different deadline.

### Service by Mail

If you are not required to use personal service, you may use service by mail.

**Important!** Check with your court's Family Law Facilitator's Office or Self-Help Center, or ask a lawyer to be sure you are allowed to use service by mail in your case.

A *Request for Order* to change a judgment or final order on the issue of child custody, visitation (parenting time), or child support may be served by mail if:

- The documents do not include temporary emergency orders;
- The court did not order personal service; and
- You have verified the other party's current residence or office address. (You may use *Address Verification* (form [FL-334](#).)

To change a judgment or final order on any other issue, including spousal or domestic partner support, the *Request for Order* may need to be personally served on the other party.

1. After serving, the server must fill out a *Proof of Service by Mail* (form [FL-335](#)) and give it to you. If the server needs instructions, give them *Information Sheet for Proof of Service by Mail* (form [FL-335-INFO](#)).
2. Take the completed *Proof of Personal Service* form to the clerk's office (or e-file it, if available in your court) at least 5 court days before your hearing.

**Deadline:** Unless the court orders a different time, service by mail must be completed at least **16 court days PLUS 5 calendar days** before the hearing date (if service is in California). Other time lines apply for service outside of California.

## 16 Get ready for your hearing

- Take at least two copies of your documents and filed forms to the hearing. Include a filed *Proof of Service* form.
- For information about preparing for and presenting your case at the hearing, visit these two online resources: [selfhelp.courts.ca.gov/tips-your-day-court](#) and [selfhelp.courts.ca.gov/debt-lawsuits/trial/present-case](#).
- Information about having the other party or witnesses testify in court (including information about subpoenas) is online at [selfhelp.courts.ca.gov/request-for-order/notice-attend-subpoena](#).

## 17 After the hearing, form [FL-340](#) *Findings and Order After Hearing*, must be completed, filed, and served.

## 18 Do you have questions or need help?

- Find a lawyer through your local bar association, the State Bar of California at [www.calbar.ca.gov](#), or the Lawyer Referral Service at 1-866-442-2529.
- For free and low-cost legal help (if you qualify), go to [www.lawhelpca.org](#).
- Contact the family law facilitator or self-help center for information and assistance, and referrals to local legal services providers. Go to [selfhelp.courts.ca.gov/court-based-self-help-services](#).

## **HOW TO WRITE A DECLARATION**

Use the blank form that follows this instruction sheet to write your declaration.

1. Your declaration is important. Your declaration tells the judge what you want and why you want it.
2. The judge will read your declaration before the hearing, so be clear and specific about what you want the judge to order. Explain why you need the order. You have to provide enough facts for the judge to make a decision about your case.
3. If you are describing an event that you want the judge to know about, include the following facts:
  - When the event happened;
  - Who was there;
  - What exactly happened;
  - Why the judge needs to know about this event.
4. If you are asking for custody or visitation orders, explain why your request is in the child's best interest.
5. Keep your declaration factual, brief, and to the point.

SHORT TITLE:

CASE NUMBER:

1	_____
2	_____
3	_____
4	_____
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19	_____
20	_____
21	_____
22	_____
23	_____
24	_____
25	_____
26	(Required for verified pleading) The items on this page stated on information and belief are (specify item numbers, <b>not</b> line numbers):
27	This page may be used with any Judicial Council form or any other paper filed with the court.

# Superior Court of California, County of Contra Costa

## Interpreter Request

If you need an interpreter, please complete the form below and submit it to any Filing Window or courtroom.

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

**Case Type:**

<input type="checkbox"/> Criminal	<input type="checkbox"/> Small Claims – (\$12,500 or less)
<input type="checkbox"/> Traffic	<input type="checkbox"/> Civil - <input type="checkbox"/> \$25,000 <input type="checkbox"/> over \$25,000
<input type="checkbox"/> Civil Harassment	<input type="checkbox"/> Civil – Other _____
<input type="checkbox"/> Conservatorship	<input type="checkbox"/> Family Law
<input type="checkbox"/> Proceedings to terminate parental rights	<input type="checkbox"/> Unlawful Detainer
<input type="checkbox"/> Dependent Adult Abuse	<input type="checkbox"/> Guardianship
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Elder Abuse

Party Requesting Interpreter: \_\_\_\_\_

Is interpreter for a witness?  Yes  No

Phone Number(s) where party can be reached: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_

Department: \_\_\_\_\_ Location:  Martinez  Pittsburg  Richmond  Walnut Creek

Language Needed:  Spanish  Mandarin  Cantonese  Vietnamese

Other: \_\_\_\_\_

To avoid the risk that your hearing will have to be postponed, please submit this form a minimum of one week in advance.

Current information about this program is available at our website:  
[www.cc-courts.org/interpreter](http://www.cc-courts.org/interpreter)

# Superior Court of California, County of Contra Costa

## **Solicitud Para Intérprete**

Si necesita un intérprete, favor completar este formulario y presentarlo en cualquier ventanilla para archivar documentos o con la secretaría del tribunal.

Número de Caso: \_\_\_\_\_

**Tipo de Caso:**

<input type="checkbox"/> Criminal	<input type="checkbox"/> Demanda Civil – (\$12,500 o menos)
<input type="checkbox"/> Tráfico	<input type="checkbox"/> Demanda Civil -
<input type="checkbox"/> Acoso Civil	<input type="checkbox"/> \$25,000 <input type="checkbox"/> más de \$25,000
<input type="checkbox"/> Conservador	<input type="checkbox"/> Civil – otro tipo _____
<input type="checkbox"/> Casos para Terminar Derechos de Madre o Padre	<input type="checkbox"/> Casos de Familia
<input type="checkbox"/> Abuso de Adultos Incapacitados	<input type="checkbox"/> Juicio de Desalojo
<input type="checkbox"/> Tribunal de Menores	<input type="checkbox"/> Tutela
	<input type="checkbox"/> Abuso de Personas Mayores

Persona que Necesita Intérprete: \_\_\_\_\_

Marque aquí si esta persona es un testigo

Número Telefónico: \_\_\_\_\_

Fecha de la Audiencia Judicial: \_\_\_\_\_ Hora: \_\_\_\_\_

Departamento: \_\_\_\_\_ Ciudad:  Martinez  Pittsburg  Richmond  Walnut Creek

Idioma Solicitado:  Español  Mandarín  Cantonés  Vietnamita

Otro Idioma: \_\_\_\_\_

Para evitar la posibilidad que su audiencia sea aplazada, favor de presentar este formulario al menos una semana antes de la fecha de su audiencia.

Información actualizada acerca de este servicio se encuentra en nuestra página web:  
[www.cc-courts.org/interpreter](http://www.cc-courts.org/interpreter)

Complete the next forms  
only if you are seeking  
an order for child custody  
or visitation.

The FL-314-INFO is for  
information purposes only;  
there is nothing to  
complete on that form.

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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## CHILD CUSTODY AND VISITATION (PARENTING TIME) APPLICATION ATTACHMENT

—This is not a court order—

TO  Petition  Response  Request for Order  Responsive Declaration to Request for Order  
 Other (specify):

*This section is for information only and is not a part of your request for orders:*

**California's public policies and law on child custody and visitation include that:**

- In general, children should have frequent and continuing contact with their parents, and parents should be encouraged to share the responsibility of raising their children, except when domestic abuse has happened or contact with a parent is not in the best interests of the children.
- When making any orders about physical and legal custody and visitation (parenting time), the court must consider the best interests of the child, which primarily include the health, safety, and welfare of the child.
- If a parent has been abusive, judges use laws to help protect children when deciding to make orders about child custody and visitation (parenting time). A judge may deny an abusive parent custody or unsupervised visitation with a child.
- Children have the right to be safe and free from abuse.
- A child's exposure to domestic violence and domestic violence committed where a child lives are detrimental to the health, safety, and welfare of the child.
- For more information, read [selfhelp.courts.ca.gov/child-custody#best-interest](http://selfhelp.courts.ca.gov/child-custody#best-interest) and [selfhelp.courts.ca.gov/domestic-violence-child-custody](http://selfhelp.courts.ca.gov/domestic-violence-child-custody)

*Complete items 1 through 13 that apply to your request for orders.*

1. **Minor Children**

Child's name

Birthdate

Age

[Attachment 1.](#)

2.  **Custody** of the minor children is requested as follows:

a. Physical custody of children to..... <i>(The person with whom the child will regularly live)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Legal custody of children to .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(The person who decides about the child's health, education, and welfare)</i>				

Note: To ask the court for joint legal custody orders that specify when the parents must agree before making decisions (for example, before choosing or changing the children's school, doctor, or religious or school activities), use *Joint Legal Custody Attachment* (form [FL-341\(E\)](#)) or a document that includes the same content as form [FL-341\(E\)](#).

To learn about physical and legal custody, go to [selfhelp.courts.ca.gov/child-custody](http://selfhelp.courts.ca.gov/child-custody).

c.  There are allegations of a history of abuse or substance abuse in this case. *(You must complete item 5.)*  
 d.  Other (specify):

3.  **Visitation (Parenting Time)** I request that the court order (check one):

- a.  Reasonable right of visitation (parenting time) to the party in item 2a without physical custody, including but not limited to, virtual visitation. **(Not appropriate in cases involving domestic violence and substance abuse).**
- b.  Visitation (parenting time) as described in the attached \_\_\_\_\_ -page document dated *(specify date)*:
- c.  The visitation schedule in item 4 that includes in-person, virtual, other visitation.
- d.  Supervised visitation. *(You must complete item 6.)*
- e.  No visitation (parenting time) to the person without physical custody for the reasons described in item 13.

**Note: Unless specifically ordered, a child's holiday schedule order has priority over the regular parenting time.**

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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4.  **Petitioner's**  **Respondent's**  **Other Parent's/Party's** visitation (parenting time) will be (check all that apply):

a.  **In person**, as follows (Specify start and ending date and time. If applicable, check "start of" OR "after school"):

(1)  **Weekends starting (date):**

(Note: The first weekend of the month is the first weekend with a Saturday.)

<u>Weekend</u>	<u>Day(s)</u>	<u>Times</u>	<u>Start of (or After) School (if applicable)</u>
<input type="checkbox"/> 1st	from _____ to _____	at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> start of <input type="checkbox"/> after
<input type="checkbox"/> 2nd	from _____ to _____	at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> start of <input type="checkbox"/> after
<input type="checkbox"/> 3rd	from _____ to _____	at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> start of <input type="checkbox"/> after
<input type="checkbox"/> 4th	from _____ to _____	at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> start of <input type="checkbox"/> after
<input type="checkbox"/> 5th	from _____ to _____	at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> start of <input type="checkbox"/> after

(a)  The parties will alternate the fifth weekends, with the  petitioner  respondent  other parent/party having the initial fifth weekend, starting (date):

(b)  The  petitioner  respondent  other parent/party will have the fifth weekend in  odd  even numbered months.

(2)  **Alternate weekends starting (date):**

(Specify day(s) from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.  start of  after and times): at \_\_\_\_\_  a.m.  p.m.  start of  after

(3)  **Weekdays starting (date):**

(Specify day(s) from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.  start of  after and times): at \_\_\_\_\_  a.m.  p.m.  start of  after

(4)  Other visitation (parenting time) days and restrictions are  listed in Attachment 4a(4)  as follows:

b.  **Virtual visitation**

I ask that the court order virtual visitation as described  in Attachment 4b.  below:

Virtual visitation means using audiovisual electronic technology (like a smartphone, tablet, smart watch, or computer) for a parent and a child to see and hear each other. Learn more about how to have safe virtual visits at [selfhelp.courts.ca.gov/child-custody/virtual-visitiation](http://selfhelp.courts.ca.gov/child-custody/virtual-visitiation).

c.  **Other ways that visitation (parenting time) can happen** that are in the best interests of the child (specify):

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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5.  **Child custody and visitation when there are allegations of a history of abuse or substance abuse**

a. **Allegations**

(1)  Petitioner  Respondent  Other parent/party is (or are) alleged to have a history of abuse against any of the following persons: a child, the other parent, their current spouse, or the person they live with or are dating or engaged to.

(2)  Petitioner  Respondent  Other parent/party is (or are) alleged to have the habitual or continual illegal use of controlled substances, or the habitual or continual abuse of alcohol, or the habitual or continual abuse of prescribed controlled substances.

b. **Child custody**

(1)  I ask that the court NOT order sole or joint custody of the minor child to the party or parties in 5a.

(2)  Even though there are allegations, I ask that the court make the child custody orders in item 4.

*(Write the reasons why you think it would be in the best interests of the child that the party or parties be granted child custody, even though there are allegations against them of a history of abuse or substance abuse. The orders that you request about child custody or visitation must also be specific as to time, day, place, and manner of transfer (exchange) of the child, as Family Code sections 3011(a)(5)(A) and 6323(c) require.)*

Below:  [Attachment 5b\(2\)](#)  Other (specify):

c. **Visitation (Parenting Time)**

(1)  I ask that the court order supervised visitation as specified in item 6.

(2)  I ask that the court order unsupervised visitation to the party or parties as specified in item 4.

(A) Even though there are allegations of a history of abuse or substance abuse, I request that the court order unsupervised visitation to (specify):  petitioner  respondent  other parent/party.

(B) The reasons why the court should make the orders are  
*(Write the reasons why you think it would be in the best interests of the child that the party or parties be granted unsupervised visitation (parenting time) even though there are allegations against them of a history of abuse or substance abuse. The orders that you request about child custody or visitation must also be specific as to time, day, place, and manner of transfer (exchange) of the child, as Family Code sections 3011(a)(5)(A) and 6323(c) require.)*

Below:  [In Attachment 5c\(2\)\(B\)](#)  Other (specify):

(3)  Other (specify):

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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6.  **Supervised visitation (parenting time)**

(To learn about supervised visitation, go to: [selfhelp.courts.ca.gov/guide-supervised-visitation](http://selfhelp.courts.ca.gov/guide-supervised-visitation).)

- a. I ask that  petitioner  respondent  other parent/party have supervised visitation with the minor children.
- b. The reasons why the court should make the orders are (*specify*):  
*(Write the reasons why you think unsupervised visitation (parenting time) would NOT be in the best interest of the child.)*  
 Below  [In Attachment 6b](#)  Other (*specify*):

- c. I ask that the visitations be monitored by (*name, if known*):

The provider's phone number is (*specify*):

- (1)  The person or agency is a professional provider.
  - (A) A professional provider must meet the requirements listed in *Declaration of Supervised Visitation and Exchange Services Provider (Professional)* ([form FL-324\(P\)](#)) and sign the declaration.
  - (B) Professional provider fees to be paid by: petitioner: percent. respondent: percent.  
other parent/party: percent.
- (2)  The person is a nonprofessional provider. The person must meet the requirements listed in *Declaration of Supervised Visitation and Exchange Services Provider (Nonprofessional)* ([form FL-324\(NP\)](#)).

- d. Location of supervised visitation. I request that supervised visitation be (*check one*):

- (1)  In person at a safe location.
- (2)  Virtual visitation (not in person).
- (3)  Other (*describe*):

- e. Schedule for supervised visitation (*specify*):

- (1)  Once a week, for (*number of hours for each visit*):
- (2)  Two times each week, for (*number of hours for each visit*):
- (3)  As specified in item 4.
- (4)  Other (*describe*):

7.  **Transportation for visitation (parenting time) and place of exchange**

*Note: In cases of domestic violence, the court must have enough information to make orders that are specific as to the time, day, place, and manner of transfer (exchange) of the child for custody and visitation under Family Code section 6323(c).*

- a. The children must be driven only by a licensed and insured driver. The vehicle must be legally registered with the Department of Motor Vehicles and must have child restraint devices properly installed, as required by law.
- b.  Transportation **to** begin the visits will be provided by (*name*):
- c.  Transportation **from** the visits will be provided by (*name*):
- d.  The exchange point at the beginning of the visit will be (*address*):
- e.  The exchange point at the end of the visit will be (*address*):
- f.  During the exchanges, the party driving the children will wait in the car and the other party will wait in the home (or exchange location) while the children go between the car and the home (or exchange location).
- g.  Other (*specify*):

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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8.  **Travel with children** The  petitioner  respondent  other parent/party **must** have written permission from the other parent or party, or a court order, to take the children out of

- the state of California.
- the following counties (*specify*):
- other places (*specify*):

9.  **Child abduction prevention.** There is a risk that one of the parties will take the children out of California without the other party's permission. I request the orders set out on attached [form FL-312](#).

10.  **Child custody mediation**  
I request an order for the parties to go to child custody mediation or child custody recommending counseling (*specify date, time, and location, if applicable*):

Note: Parents with a family court case who do not agree about child custody or visitation are required to attend mediation to try to develop a parenting plan that is in the best interest of their child. A party who alleges domestic violence in a written declaration under penalty of perjury or who is protected by a protective order may ask the mediator or child custody recommending counselor to meet with the parties separately and at separate times. A court order for separate sessions is not required.

11.  **Children's holiday schedule.** I request the holiday and vacation schedule set out  below  [on form FL-341\(C\)](#)

12.  **Additional custody provisions.** I request the additional orders for custody set out  below  [on form FL-341\(D\)](#)

13.  **Other** (*specify*):

**What is visitation or parenting time?**

Visitation (visits) or parenting time is an order for how your children will spend time with each parent that is in the best interests of the child.

For information about child custody, read:

- *Child Custody Information Sheet—Recommending Counseling* (form [FL-313-INFO](#))
- *Child Custody Information Sheet—Child Custody Mediation* (form [FL-314-INFO](#))

**Four Types of Orders:****1 Scheduled visitation**

These are orders with a set schedule of the dates and times that your children will be with each parent. The schedule can include holidays, special occasions, vacations, and other important dates for the family.

**2 Reasonable visitation**

These are open-ended orders that allow parents to work out a plan on their own. This type of plan can work if parents get along very well, can be flexible, and communicate well. Generally, this type of plan is not suitable for cases with domestic violence.

**3 Supervised visitation**

A judge makes these orders when there are safety concerns. A parent and child have a neutral third person watching and listening during the visit. The neutral third person can be professional or nonprofessional.

**Professional provider**

A professional provider (or “monitor”) is a person with special training who has passed a background check. Professional providers charge a fee. They are also mandated reporters which means that they must report suspected child abuse to the local child welfare department (known as “CPS”). Your local court may have a list of local professional providers.

**Nonprofessional provider**

A nonprofessional provider is usually a friend or family member who is not paid and does not have special training, but must still make safety the top priority, follow the judge's orders, and be able to end a visit, if needed, to protect the child.

For more information about supervised visits, go to [selfhelp.courts.ca.gov/guide-supervised-visitation](#).

**4 No visitation**

The court may make this order if visiting with a parent would not be safe for the children even if supervised.

**What are virtual visits?**

California law defines “virtual visits” as use of audiovisual electronic communication tools to provide contact between a parent and their children as part of a parenting plan or custody order. A parent and child must use some kind of electronic communication that allows them to see and hear each other (for example, using Zoom, FaceTime, or WhatsApp).

- Virtual visits may require access to the internet during the visit and may be supervised or unsupervised.
- For more information about virtual visitation, go to: [selfhelp.courts.ca.gov/child-custody/virtual-visitation](#).

**Are virtual visits a good option for us?**

Virtual visits may be a good option if you have safety concerns, or if the other parent lives far away from the children. It can also be a good option if the other parent hasn't seen the children in a long time.

Some cases may not be appropriate for virtual visits, whether supervised or unsupervised. Your child's age may be a factor. Younger children may not be able to sit through a long virtual visitation. If virtual visits are part of the court-approved parenting plan, or part of your supervised visitation, you can use the worksheet on page 2 to help you plan for them.

**What about orders for picking up and dropping off the child for visitation?**

You can ask for orders that would not require you to meet the other parent, like having the other parent pick up your child from school or daycare. Or, you can ask for supervised exchanges. Supervised exchanges involve a neutral third person who will help you with transferring the children to the other parent so you don't have to meet with the other parent.



When you ask for visitation orders, give details about:

- When they should happen;
- How often they should happen; and
- Who will be responsible for transporting the children before and after each visit.

### How do I ask the court for these orders?

- If you already have a family law case, you can ask the court for child custody, visitation (parenting time), and child exchange orders by completing *Request for Order* (form [FL-300](#)) and filing it in the court where your case was started. Information about how to file this and other forms is found in *Information Sheet for Request for Order (Family Law)* (form [FL-300-INFO](#)).
- If you need to start a case in family court to ask for these orders, information is available online to help you decide which type of case to file. Go to: [selfhelp.courts.ca.gov/child-custody/filing-options](http://selfhelp.courts.ca.gov/child-custody/filing-options).

### Where can I find free legal help?

- Contact the self-help center in your court. Its staff will not act as your lawyer but may be able to give you information to help you decide what to do in your case and help you with the forms. Find your local court's self-help center at [selfhelp.courts.ca.gov/find](http://selfhelp.courts.ca.gov/find).
- Contact a local legal aid agency or community-based nonprofit at [www.lawhelpca.org](http://www.lawhelpca.org).

### What if there is domestic violence or a protective order?

- If there is domestic violence or a protective order, before making a parenting plan, talk with an attorney, counselor, child custody mediator, or child custody recommending counselor, or contact the self-help center in your court.
- Read *Asking for Child Custody and Visitation Orders* (form [DV-105-INFO](#)).
- For more information and resources, call the National Domestic Violence Hotline at 1-800-799-7233 or call 211 if available in your area.

### Plan for Your Virtual Visits

(You can use this as a worksheet.)

- **Before** your visit, make sure the program, like a mobile app or web app, works on your phone or computer. Make sure you have an internet connection and know how to use the app.
- **Before** your virtual visit or virtual supervised visit, make a plan. For example, have an activity ready like reading a book to your child. The length of your visit should be age-appropriate. Review the court order to be clear on how long your visit will be.

Write your plan here:

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If you have virtual supervised visitation, ask the provider questions ahead of time (for example, during your scheduled orientation with the provider). You can write your questions here:

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- **During** your visit, make sure you:

- Find a quiet room or space for your virtual visits or virtual supervised visits.
- Have any games, books, or other activity ready and in front of you.
- Be ready to be flexible. Technical issues may come up that impact your visit.

- **During** your visit, make sure you do **not**:

- Have another person participate in the visit unless a judge gave the person permission to do so.
- Talk about your court case with your child.
- For virtual supervised visitation, do not whisper or communicate in other ways that would not allow the provider to see or hear your interaction with the child.

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
(This section applies to cases other than probate guardianships.) PETITIONER: RESPONDENT:  OTHER PARTY: CHILD'S NAME (Juvenile cases only):		
(This section applies only to probate guardianship cases.) GUARDIANSHIP OF (name):		CASE NUMBER: Minor
<b>DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)</b>		

1. I am (check one):  a party to this proceeding to determine custody of a child  the authorized representative of the agency, which is a party to this proceeding to determine custody of a child.

2. There are (specify number): minor children who are subject to this proceeding, as follows (list oldest child first):

Full Name	Date of birth	Place of birth (city and state)
a.		
b.		
c.		
d.		

Check this box if you need to list more children. (On form [MC-020](#) or a separate piece of paper, write "FL-105, Attachment 2, Additional Children" at the top, provide all requested information for each additional child, and attach to this form.)

3. a.  Check this box if there is only one child or if all of the children listed in item 2 have lived together for the past five years. (Provide the current address of the child listed in item 2a and their residence history for the past **five years**. If the current address is confidential under Family Code section 3429, check the box and provide only the state of residence.)

Dates of residence (Month/Year)		Residence (City, State)	Person child lived with and complete current address	Relationship
From:	To present	<input type="checkbox"/> Confidential (list state only)	<input type="checkbox"/> Confidential (list state only)	
From:	To:			

Additional addresses are listed on Attachment 3a. (Form [MC-020](#) may be used for this purpose.)

b.  Check this box if there is more than one child and all the children have not lived together for the past five years. (Attach form [FL-105\(A\)/GC-120\(A\)](#) and list each other child's current address and their residence history for the past five years.)

Page 1 of 2

CASE NAME:	CASE NUMBER:
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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?

Yes  No (If yes, attach a copy of the orders if you have one and provide the following information):

Proceeding	Case number	Court (name, state or tribe, 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"/> Probate Guardianship						
c. <input type="checkbox"/> Other						

Proceeding	Case Number	Court (name, state or tribe, location)
d. <input type="checkbox"/> Juvenile		
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 or Tribe	Case Number (if known)	Orders expire (date)
a. <input type="checkbox"/> Criminal				
b. <input type="checkbox"/> Family				
c. <input type="checkbox"/> Juvenile				
d. <input type="checkbox"/> Other				

6. Do you know of any person who is not a party to this proceeding who has physical custody of or claims to have rights to custody of or visitation 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:

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Has physical custody  
 Claims custody rights  
 Claims visitation rights

Has physical custody  
 Claims custody rights  
 Claims visitation rights

Has physical custody  
 Claims custody rights  
 Claims visitation rights

Name of each child:

Name of each child:

Name of each child:

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

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

Date:



(NAME OF DECLARANT)

(SIGNATURE OF DECLARANT)

**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:
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## ATTACHMENT TO

## DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)

**Instructions:** If all the children subject to the proceeding have not lived together for the last five years, use as many copies of this form as needed to list all the children. Number each item and each page consecutively, and attach all pages to form FL-105/GC-120.

3. b. Name of child: (Provide the child's current address and their residence history for the past **five years**. If the current address is confidential under Family Code section 3429, check the box and provide only the state of residence.)

Residence information is the same as given for the child listed in item 2a on form FL-105/GC-120. (If **not** the same, provide the information below.)

Dates of residence (Month/Year)		Residence (City, State)	Person child lived with (name and complete current address)	Relationship
From:	To present	<input type="checkbox"/> Confidential (list state only)	<input type="checkbox"/> Confidential (list state only)	
From:	To:			

3. b. Name of child: (Provide the child's current address and their residence history for the past **five years**. If the current address is confidential under Family Code section 3429, check the box and provide only the state of residence.)

Residence information is the same as given for the child listed in item 2a on form FL-105/GC-120. (If **not** the same, provide the information below.)

Dates of residence (Month/Year)		Residence (City, State)	Person child lived with (name and complete current address)	Relationship
From:	To present	<input type="checkbox"/> Confidential (list state only)	<input type="checkbox"/> Confidential (list state only)	
From:	To:			

Parents who come to court about child custody and parenting time (visitation) face decisions about parenting plans for their children. This information sheet provides general information about child custody and parenting time matters, how to get help resolving a custody dispute or making a parenting plan, where to find an attorney, and where to find other resources.

### What is a parenting plan?

A parenting plan describes how the parents will divide their responsibilities for taking care of their child.

The plan may include a general or specific schedule of days, times, weekends, holidays, vacations, transportation, pick-up/drop-off, limits on travel, counseling and treatment services, and other details.

### What are legal and physical custody?

A parenting plan usually includes:

- **Legal custody:** how parents make major decisions about the child's health, education, and welfare;
- **Physical custody:** where the child lives; and
- **Parenting time, time-share, or visitation:** when the child spends time with each parent.

*Legal custody* and *physical custody* may each be specified as *joint* (both parents have certain responsibilities) or *sole* (one parent has the responsibility alone).

### Can we make our own parenting plan?

Yes. You have a right to make a parenting plan agreement on your own. This agreement may be called a *stipulation*, *time-share plan*, or *parenting plan*.

If both parents can agree on a parenting plan, the judge will probably approve it. The agreement becomes a court order after it is signed by both parents and the judge, and filed with the court.

### What if there is domestic violence or a protective order?

If there is domestic violence or a protective order, talk with an attorney, counselor, or mediator before making a parenting plan.

For domestic violence help, call the National Domestic Violence Hotline at 1-800-799-7233 (TDD:1-800-787-3224) or call 211 if available in your area.

### What if we don't have a parenting plan?

If you can't reach an agreement, the court will refer you to mediation with family court services (FCS) to try to work out a parenting plan.

### What is mediation with family court services?

Family court services (FCS) provides mediation to help parents resolve disagreements about the care of their child. The mediator will meet with you and the other parent to try to help you both make a parenting plan. An orientation may be provided that offers additional information about the process.

If you are concerned about meeting with the other parent in mediation, or there is a domestic violence issue or a protective order involving the other parent, you may ask to meet alone with the mediator without the other parent. You may also request to have a support person with you at mediation. The support person may not speak for you.

### Do we have to agree to a parenting plan in mediation?

No. You do not have to come to an agreement in mediation. When the parents can't agree, the judge will decide. For legal advice, contact an attorney. For other information, ask the self-help center or family court services about how the process works in your court.

**Are there other ways to resolve our dispute?**

Yes. You may try other alternative dispute resolution (ADR) options, including:

- 1. Meet and Confer:** Parents and their attorneys (if any) may meet at any time and as often as necessary to work out a parenting plan without a court hearing. If there is a protective order limiting the contact between the parents, then the “meet and confer” can be through attorneys or a mediator in separate sessions.
- 2. Settlement Conference:** In some courts, parents may meet with a judge, neutral evaluators, or family law attorneys not involved in the case to discuss settlement. Check with the local court to find out if this is an option. If there is a protective order, the settlement discussion can be through attorneys or a mediator in separate sessions.
- 3. Private Mediation:** Parents may hire a private mediator to help them resolve their dispute.
- 4. Collaborative Law Process:** Each parent hires a lawyer and agrees to resolve the dispute without going to court. The parents may also hire other experts.

**Court Hearing**

When the parents cannot agree to a parenting plan on their own, in mediation, or in any other ADR process, the judge will decide.

If there is domestic violence or a protective order, a parent may be able to bring a support person with him or her to the court hearing, but the support person may not speak for that person.

**Where can I get help?**

This information sheet gives only basic information on the child custody process and is not legal advice. If you want legal advice, ask an attorney for assistance. For other information, you may want to:

1. Contact family court services.
2. Contact the family law facilitator or self-help center for information, local rules and court forms, and referrals to local legal services providers.
3. Find an attorney through your local bar association, the State Bar of California at <http://calbar.ca.gov>, or the Lawyer Referral Service at 1-866-442-2529.
4. Hire a private mediator for help with your parenting agreement. A mediator may be an attorney or counselor. Contact your local bar association, court ADR program, or family court services for a referral to local resources.
5. Find information on the Online Self-Help Center website at [www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp).
6. For free and low-cost legal help (if you qualify), go to [www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org).
7. Find information at your local law library or ask at your public library.
8. Ask for a court hearing and let the judge decide what is best for your child.

**Requests for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms) for *Request for Accommodations by Persons with Disabilities and Response* (form MC-410). (Civil Code, § 54.8.)

Complete the next  
form only if you are  
seeking child support,  
spousal support  
or have other  
financial issues.

You must attach paystubs  
for the last two months.

PARTY WITHOUT ATTORNEY OR ATTORNEY		STATE BAR NUMBER:	<i>FOR COURT USE ONLY</i>
NAME:	FIRM NAME:	STATE: ZIP CODE:	
STREET ADDRESS:		FAX NO.:	
CITY:			
TELEPHONE 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 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).

- Employer:
- Employer's address:
- Employer's phone number:
- Occupation:
- Date job started:
- If unemployed, date job ended:
- I work about \_\_\_\_\_ hours per week.
- I get paid \$ \_\_\_\_\_ gross (before taxes)  per month  per week  per hour.

(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**

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

**3. Tax information**

- I last filed taxes for tax year (specify year):
- My tax filing status is  single  head of household  married, filing separately  
 married, filing jointly with (specify name):
- I file state tax returns in  California  other (specify state):
- 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)

Page 1 of 4

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

	Last month	Average monthly
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  owner/sole proprietor  business partner  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**

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)  Rent or  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): \$ \_\_\_\_\_

r. **TOTAL EXPENSES** (a-q) (do not add in the amounts in a(1)(a) and (b)) \$ \_\_\_\_\_s. **Amount of expenses paid by others** \$ \_\_\_\_\_

## 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):

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

I confirm this fee arrangement.

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

(TYPE OR PRINT NAME OF ATTORNEY)



(SIGNATURE OF ATTORNEY)

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

**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*):..... \$ \_\_\_\_\_

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.....	Amount per month.....	For how many months.....
b. Major losses not covered by insurance ( <i>examples: fire, theft, other insured loss</i> ).....	\$ _____	_____
c. (1) Expenses for my minor children who are from other relationships and are living with me.....	\$ _____	_____
(2) Names and ages of those children ( <i>specify</i> ): _____	\$ _____	_____

(3) Child support I receive for those children..... \$ \_\_\_\_\_

The expenses listed in a, b, and c create an extreme financial hardship because (explain):

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

ATTORNEY OR PARTY WITHOUT ATTORNEY:	STATE BAR NUMBER:	
NAME:		
FIRM NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
ATTORNEY FOR (name):		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PLAINTIFF/PETITIONER:		
DEFENDANT/RESPONDENT:		
OTHER CASE NAME:		
<b>NOTICE OF REMOTE APPEARANCE</b>		CASE NUMBER:

You must use this form to tell the court you intend to appear remotely in a civil case, unless the court's website describes an online process for giving notice. You may also use it to give the required notice to all other parties in the case. (Do not use this form in a juvenile dependency proceeding.)

Check the court's website for information about how to appear remotely, including the departments and types of cases or proceedings that allow remote appearances and ways to appear remotely in their departments for such appearances.

See page 3 of this form for more information, including deadlines for giving notice and for opposing a remote appearance if this notice is for an evidentiary hearing or trial.

**A person appearing remotely should conduct themselves as though appearing in court in person.**

1. The person who intends to appear remotely is (*check and complete all that apply*):

- Plaintiff/Petitioner (name):
- Attorney for Plaintiff/Petitioner (name):
- Defendant/Respondent (name):
- Attorney for Defendant/Respondent (name):
- Other (name and role in case):

2. The person or persons in 1 intends to appear remotely (*check one*):

- a.  Throughout the case.
- b.  At the proceeding described below, including on any later dates if the proceeding is continued (*describe*):

Type of proceeding:

Set on (date): at (time): in (department):  
Before (name of judicial officer, if known):

3. The person intends to appear by (*check court's website for method that may be used*):

- Videoconference  Audio only (including telephone)

4.  For evidentiary hearing or trial only (where testimony may be given): the party requests the following additional aspects of the proceeding be conducted remotely (*describe what the party wants to be done remotely and why; attach form MC-25 if more space is needed*):

PLAINTIFF:	CASE NUMBER:
DEFENDANT:	

5.  I agree to keep the proceeding confidential to the same extent as would be required if I were appearing in person.

Date:



(TYPE OR PRINT NAME)

(SIGNATURE)

### Notice to Other Parties

Anyone intending to appear remotely must provide notice to all other parties by the deadlines stated in Cal. Rules of Court, rule 3.672, and described on the next page. Notice may be provided orally, electronically, or by giving the other parties this form in a way to ensure it is received by the applicable deadline. The party must tell the court this was done either by filing a proof of service (this may be done on forms POS-040 or POS-050 for electronic service) or by completing and signing the declaration below.

#### Declaration of Notice

I gave notice that I intend to appear remotely to the other parties or persons entitled to receive notice in this case as stated below.

*Complete one item below for each person notice was given to, and enter one of the following options for "Method of notice" in c.*

- **Mail:** By mailing them a copy of this form (write the mailing address in d.)
- **Overnight delivery:** By having a copy of this form delivered overnight (write the delivery address in d.)
- **Electronic notice:** By e-mail or text message (write the e-mail or phone number in d.)
- **Phone:** By telling them over the telephone or leaving them voice mail (write the phone number in d.), or
- **In person:** By giving them a copy of this form in person, or by telling them orally in person (write the address in d.)

1.  Plaintiff/Petitioner

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) or phone number:

2.  Attorney for:

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) or phone number:

3.  Defendant/Respondent

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) or phone number:

4.  Attorney for:

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) phone number:

5.  Other (specify):

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) or phone number:

6.  Attorney for:

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) phone number:

7.  Other (specify):

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) or phone number:

7.  Other (specify):

- a. Name:
- b. Date of notice:
- c. Method of notice:
- d. Address (mailing, in-person, or email) or phone number:

If more people were given notice, check here, attach form MC-025, titled as Attachment Notice, and add the information about how and when notice was given to each person.

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)

**Instructions for Giving Notice of Remote Appearance**  
(This page does not need to be filed.)

**1. Court online procedures.** Before using this form, check the court's website to see if that court has an online procedure for providing notice to the court of your intent to appear remotely instead. You can find a link to the website for each court at:

**2. How to use this form.** This form is intended for use in civil cases only (any cases not criminal or petitions for habeas corpus, other than petitions under Welf. & Inst. Code, § 5000 et seq.), to provide written notice of intent to appear remotely, to a court and the parties, as described in Code of Civil Procedure section 367.75. It is not needed in juvenile dependency hearings.

**Check the court's website to determine how remote appearances work in that court before completing this form.** If the court does not have an online procedure for giving notice to the court of intent to appear remotely, complete and file this form to give the court notice. If you intend to appear remotely throughout the case, you only need to file it once (check item 2a).

**3. Notice to others.** You may also use this form to show that you gave notice to other parties. You must give notice of your intent to appear remotely to all parties and other persons who are entitled to notice of the proceeding. (If you checked item 2a, you only need to give notice once. Otherwise, give notice to the court and others before each proceeding you intend to appear at remotely.) You can describe how and when you gave notice in the Declaration of Notice on page 2, or by filing a proof of service with the court.

**4. When to file and give notice to others.**

California Rules of Court, rule 3.672(g) and (h) state the deadlines by which you have to give notice of intent to appear remotely to the other parties and the court. (You can give notice earlier.) There are different deadlines :

**For motions and proceedings in which people cannot testify**

If a party gives or receives *at least 3 court days'* notice of the proceeding (including all regularly noticed motions):

- At least 2 court days before the proceeding.

If a party gives or receives *less than 3 court days'* notice of the proceeding (including ex parte applications):

- With the moving papers, if the notice to appear remotely is by the party that is asking for the hearing; or
- By 2 p.m. the court day before the hearing if the notice to appear remotely is by any other party.

*Note:* If a party misses these deadlines, they may still ask the court for permission to appear remotely.

**For trials, including small claims trials, and hearings in which people may testify (evidentiary hearings)**

If a party gives or receives *at least 15 court days'* notice of a trial or hearing date, and for all small claims trials:

- At least 10 court days before the trial or hearing date.

If a party gives or receives *less than 15 days'* notice of the trial or hearing (including hearings on protective orders):

- With the moving papers or at least 5 court days before the hearing, if the notice to appear remotely is by the party that is asking for the hearing; or
- By 2 p.m. the court day before the hearing if the notice to appear remotely is by any other party.

*Note:* If a party misses these deadlines, they may still ask the court for permission to appear remotely.

**5. Opposition to remote appearances at trial or evidentiary hearing.** If a party or witness has given notice of intent to appear remotely at a trial or evidentiary hearing (hearing at which people may testify), other parties in the action may oppose the remote appearance by filing *Opposition to Remote Proceeding at Evidentiary Hearing or Trial* (form RA-015). The opposition must be served on parties and other persons entitled to receive notice of the proceedings, by the deadlines summarized on that form. (Cal. Rules of Court, rule 3.672(h)(3).)

**6. In-person appearance.** A court may require any person to appear in person instead of remotely. (Code Civ. Proc., § 367.75(b).)

**7. Recordings.** No person may record a proceeding without first getting approval from the judge. (Cal. Rules of Court, rule 1.150(c).)

**8. Accommodations for disability.** If a party needs an accommodation for a disability, use form MC-410, *Disability Accommodations Request*, to tell the court about their needs. See form MC-410-INFO for more information.

**9. Request for interpreter.** If a party does not speak English well, ask the court clerk as soon as possible for a court-provided interpreter. Form INT-300, *Request for an Interpreter*, or a local court form may be used to request an interpreter. If no court interpreter is available, it may be necessary to reschedule the hearing or trial.

# **FAMILY LAW**

## **REQUEST FOR ORDER**

### **SERVING THE OTHER PARTIES**

1. You must serve a copy of each filed document on the other side. You must include a blank Responsive Declaration to Request for Order form (FL-320) If you filed a Declaration Under UCCJEA form (FL-105), you must include a blank FL-105. If you filed an Income and Expense Declaration form (FL-150,) you must include a blank FL-150.
2. A Request for Order may be served personally or it may be served by mail.
3. A Request for Order must be served personally if it contains temporary orders or if it is the first motion filed in the case by the petitioner.
4. If you are filing a Request for Order to modify a post-judgment order for child support or child custody or visitation, you must complete the form Declaration Regarding Address Verification – Postjudgment Request to Modify a Child Custody, Visitation or Child Support Order (FL-334.) This form is served on the other party with copies of the other documents that you filed
5. Read the Information Sheet for Proof of Personal Service (FL-330-INFO) if you are serving the other side personally.
6. Read the Information Sheet for Proof of Service by Mail (FL-335-INFO) if you are serving the other side by mail.
7. Most documents must be served no later than 16 court days before the hearing for personal service and 16 court days plus 5 calendar days for service by mail. If you are not sure about service rules, come to the Help Desk at 751 Pine Street after you file your documents for information about serving the other side.
8. REMEMBER: YOU CANNOT SERVE YOUR OWN DOCUMENTS. SERVICE MUST BE DONE BY SOMEONE WHO IS OVER EIGHTEEN AND NOT A PARTY TO THE CASE.
9. Be sure to file the original and a copy of the proof of service.
10. SERVICE is a very important step; if you do not serve the other side correctly, the judge may not hear your case on the day of the hearing.

Do not write  
on the next forms.

These forms should be  
served blank  
on the other party  
so that they can fill them in.

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: EMAIL ADDRESS: ATTORNEY FOR (name):		STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:			
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:			
<b>RESPONSIVE DECLARATION TO REQUEST FOR ORDER</b>			CASE NUMBER:
HEARING DATE: TIME: DEPARTMENT OR ROOM:			

Read *Information Sheet: Responsive Declaration to Request for Order* (form [FL-320-INFO](#)) for more information about this form.

1.  RESTRAINING ORDER INFORMATION
  - a.  No domestic violence restraining/protective orders are now in effect between the parties in this case.
  - b.  I agree that one or more domestic violence restraining/protective orders are now in effect between the parties in this case.
2.  CHILD CUSTODY  
 VISITATION (PARENTING TIME)
  - a.  I consent to the order requested for child custody (legal and physical custody).
  - b.  I consent to the order requested for visitation (parenting time).
  - c.  I do not consent to the order requested for  child custody  visitation (parenting time)  
 but I consent to the following order:
3.  CHILD SUPPORT
  - a. I have completed and filed a current *Income and Expense Declaration* ([form FL-150](#)) or, if eligible, a current *Financial Statement (Simplified)* ([form FL-155](#)) to support my responsive declaration.
  - b.  I consent to the order requested.
  - c.  I consent to guideline support.
  - d.  I do not consent to the order requested  but I consent to the following order:
4.  SPOUSAL OR DOMESTIC PARTNER SUPPORT
  - a. I have completed and filed a current *Income and Expense Declaration* ([form FL-150](#)) to support my responsive declaration.
  - b.  I consent to the order requested.
  - c.  I do not consent to the order requested  but I consent to the following order:

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

5.  PROPERTY CONTROL

- a.  I consent to the order requested.
- b.  I do not consent to the order requested  but I consent to the following order:

6.  ATTORNEY'S FEES AND COSTS

- a. I have completed and filed a current *Income and Expense Declaration* (form [FL-150](#)) to support my responsive declaration.
- b. I have completed and filed with this form a *Supporting Declaration for Attorney's Fees and Costs Attachment* (form [FL-158](#)) or a declaration that addresses the factors covered in that form.
- c.  I consent to the order requested.
- d.  I do not consent to the order requested  but I consent to the following order:

7.  OTHER ORDERS REQUESTED

- a.  I consent to the order requested.
- b.  I do not consent to the order requested  but I consent to the following order:

8.  TIME FOR SERVICE / TIME UNTIL HEARING

- a.  I consent to the order requested.
- b.  I do not consent to the order requested  but I consent to the following order:

9.  FACTS TO SUPPORT my responsive declaration are listed below. The facts that I write and attach to this form cannot be longer than 10 pages, unless the court gives me permission.  [Attachment 9](#).

I declare under penalty of perjury under the laws of the State of California that the information provided in this form and all attachments is true and correct.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF DECLARANT)

**1 If you received a *Request for Order* (form FL-300):**

- Carefully read the papers you received to make sure you understand what orders are being requested.
- Note the date, time, and location of the court hearing.
- Check to see if the court ordered a specific date for filing and serving your *Responsive Declaration to Request for Order* (form FL-320).
- If you need more time before the hearing to prepare a responsive declaration or talk with a lawyer, you may ask the court to continue the hearing date. For more information, consult with a lawyer or contact the Family Law Facilitator or Self-Help Center in your court (see item 16).

**2 USE *Responsive Declaration to Request for Order* (form FL-320)**

Use form FL-320 to let the court and the other party know that you agree or disagree with each of the requests made in the *Request for Order* (form FL-300).

- If you disagree, use form FL-320 to describe the orders you would like the court to make.
- If you do not file and serve form FL-320, the court can still make orders without your input.

**3 DO NOT USE *Responsive Declaration to Request for Order* (form FL-320) to:**

- Ask for court orders that were not requested in the *Request for Order* (form FL-300). Instead, file and serve your own *Request for Order* (form [FL-300](#)) to ask for orders about other issues.
- Respond to *Request for Domestic Violence Restraining Order* (form [DV-100](#)). Instead, you must use *Response to Request for Domestic Restraining Order* (form [DV-120](#)).
- Respond to *Request to Change or End Restraining Order* (form [DV-300](#) or form [JV-255](#) when the juvenile case is closed and the order was granted under the Domestic Violence Prevention Act). Instead, you must use *Response to Request to End or Change Restraining Order* (form [DV-320](#)).

**4 Forms checklist**

- a. Form [FL-320](#), *Responsive Declaration to Request for Order*, is the basic form you need. Depending on the requests made in the *Request for Order* (form FL-300), you may need other forms.
- b. For child custody or visitation (parenting time) orders, you may need to complete some of these forms:
  - [FL-105](#), *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act*
  - [FL-311](#), *Child Custody and Visitation (Parenting Time) Application Attachment*
  - [FL-312](#), *Request for Child Abduction Prevention Orders*
  - [FL-341\(C\)](#), *Children's Holiday Schedule Attachment*
  - [FL-341\(D\)](#), *Additional Provisions—Physical Custody Attachment*
  - [FL-341\(E\)](#), *Joint Legal Custody Attachment*
- c. For child support, you need:
  - A current form [FL-150](#), *Income and Expense Declaration*. You may use form [FL-155](#), *Financial Statement (Simplified)*, instead of form FL-150 if you meet the requirements listed on page 2 of form FL-155.

**Notice:** • The court will order child support based on the income of the parents.  
• Child support normally continues until the child is 18 years and has graduated from high school.  
• You must give the court information about your finances. If you do not, the child support order will be based on information about your income that the court receives from other sources.
- d. For spousal or domestic partner support or orders about your finances, you need these forms:
  - [FL-150](#), *Income and Expense Declaration*
  - [FL-157](#), *Spousal or Partner Support Declaration Attachment* (if the request is to change a support judgment)
- e. For attorney's fees and costs, you need these forms (except in Domestic Violence Prevention Act cases):
  - [FL-150](#), *Income and Expense Declaration*
  - [FL-158](#), *Supporting Declaration for Attorney's Fees and Costs* (or provide the information in a declaration)
  - [FL-319](#), *Request for Attorney's Fees and Costs Attachment* (or provide the information in a declaration)
- f. If you plan on having witnesses testify at the hearing, you need this form:
  - [FL-321](#), *Witness List*



## To respond to a *Request for Order*, you must:

### 5 Complete the top part (caption) of the form

Complete the top portion including your name, address, and telephone number, the court address, the names of all the parties in the case, and the case number. Also, print or type the same hearing date, time, and department that appears on the *Request for Order* (form FL-300).

### 6 Specify a response to orders requested

**Items 1–8:** Each item on the form matches the item numbers on the *Request for Order* (form FL-300). Complete item 1. Next, mark the same box that is marked on form FL-300. Then, specify if you consent (agree) or do not consent to (disagree with) the orders requested. If you disagree, describe the order you would like the court to make. *Note: You may file one form FL-150 to respond to items 3, 4, and 6.*

**Item 9:** Use the space to explain your responses to items 1–8. Include the reasons why you do not agree with the orders requested by the other party and why the court should make the orders you described. If you need more space, write your responses on a separate sheet of paper and attach it to the form (*Attached Declaration* (form MC-031) may be used for this purpose).

**Sign and date:** Print your name, sign, and write the date you signed form FL-320.

### 7 Next steps: file or serve your paperwork

You must file your paperwork with the court clerk at least 9 court days before the hearing. If the court orders a shorter time to file your papers, file them by the date specified in the order.

Make 2 copies of your original paperwork. Then, do one of the following before the filing deadline:

- Take your paperwork and copies to the court clerk to process (or e-file them, if available in your county). The clerk will keep the original and give you back copies with a court stamp on them. Have a stamped copy served; or
- Have an unstamped copy of your paperwork served *before* you take (or e-file) the originals and copies to the court clerk to file. Be sure the original documents are not served.

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ TELEPHONE NO.: _____ EMAIL ADDRESS: _____ ATTORNEY FOR (name) _____		STATE BAR NUMBER: _____ STATE: _____ ZIP CODE: _____ FAX NO.: _____	FL-320 FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____			
PETITIONER: RESPONDENT: OTHER PARENT/PARTY: _____		RESPONSIVE DECLARATION TO REQUEST FOR ORDER HEARING DATE: _____ TIME: _____ DEPARTMENT OR ROOM: _____	
		CASE NUMBER: _____	

*Read Information Sheet: Responsive Declaration to Request for Order (form FL-320-INFO) for more information about this form.*

- RESTRAINING ORDER INFORMATION  
a.  No domestic violence restraining/protective orders are now in effect between the parties in this case.  
b.  I agree that one or more domestic violence restraining/protective orders are now in effect between the parties in this case.
- CHILD CUSTODY  
VISITATION (PARENTING TIME)  
a.  I consent to the order requested for child custody (legal and physical custody).  
b.  I consent to the order requested for visitation (parenting time).  
c.  I do not consent to the order requested  child custody  visitation (parenting time)  
 but I consent to the following order:
- CHILD SUPPORT  
a.  I have completed and filed a current *Income and Expense Declaration* (form FL-150) or, if eligible, a current *Financial Statement (Simplified)* (form FL-155) to support my responsive declaration.  
b.  I consent to the order requested.  
c.  I consent to guideline support.  
d.  I do not consent to the order requested  but I consent to the following order:
- SPOUSAL OR DOMESTIC PARTNER SUPPORT  
a.  I have completed and filed a current *Income and Expense Declaration* (form FL-150) to support my responsive declaration.  
b.  I consent to the order requested.  
c.  I do not consent to the order requested  but I consent to the following order:

Form Adopted for Mandatory Use  
Judicial Council of California  
FL-320 (Rev. July 1, 2025)

RESPONSIVE DECLARATION TO REQUEST FOR ORDER

Page 1 of 2  
Code of Civil Procedure § 1005  
Cal. Rules of Court, rule 5.92  
courts.ca.gov

### 8 Pay filing fees

Generally, you do not have to pay a fee to file the *Responsive Declaration*. However, if you have never filed any papers in the case, you may have to pay a “first appearance fee,” which, in general, everyone has to pay when filing court papers in a case for the first time.

If you cannot afford to pay the filing fee, you can ask the court to waive the fees. To do so, complete and file form [FW-001, Request to Waive Court Fees](#), and form [FW-003, Order on Court Fee Waiver](#).

### 9 Serve your papers on the other party

“Service” is the act of giving your legal papers to all persons named as parties in the case so that they know what orders you want the court to make.

*Note:* If a party has a lawyer in the case, the papers should be served on that party’s lawyer.



**10 How to “serve”**

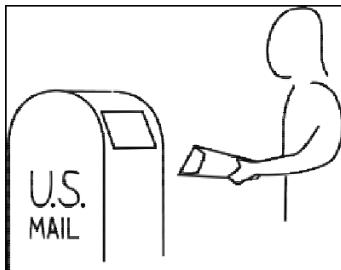
**Server.** You cannot serve the papers. Have someone else (who is at least 18 years old) do it. The “server” can be a friend, a relative who is not involved in your case, a county sheriff, or a professional process server.

**Personal service.**

Your papers may be served by “personal service.” Personal service means that your server walks up to each person to be served, makes sure they are the right person, and then gives a copy of all the papers to each person.

**Service by mail.**

“Service by mail” means that your server places copies of all the documents in a sealed envelope and mails them to the address of each party being served (or to the party’s lawyer, if applicable). The server must be 18 years of age or over and must live or work in the county where the mailing took place.

**11 Deadline for service**

Personal service or service by mail on the other party must be completed at least *9 court days* before the court hearing. If the court has ordered a shorter time to serve your responsive papers, be sure to have them served by the date specified in the court order.

**12 Server must complete a *Proof of Service***

After personal service, the server should complete a form [FL-330, Proof of Personal Service](#). Form [FL-330-INFO, Information Sheet for Proof of Personal Service](#), has instructions to help the person complete the form.

After service by mail, the server should complete form [FL-335, Proof of Service by Mail](#). Form [FL-335-INFO, Information Sheet for Proof of Service by Mail](#), has instructions to help the person complete the form.

**13 File the *Proof of Service* before your hearing date**

The *Proof of Service* shows the judge that the person received a copy of your *Responsive Declaration to Request for Order*. Make three copies of the completed *Proof of Service*. Take the original and copies to the court clerk as soon as possible **before your hearing**.

The clerk will keep the original and give you back the copies stamped “Filed.” Bring a copy stamped “Filed” to your hearing. (If unstamped copies of your paperwork were served, you can file the completed *Proof of Service* when you file the original *Responsive Declaration*.)

**14 Participate in child custody mediation or child custody recommending counseling**

If the *Request for Order* includes a court order for you to attend mediation or child custody recommending counseling, the date, time, and location is found on page 1 of the *Request for Order*. For more information, read *Child Custody Information Sheet* (form [FL-313-INFO](#) or form [FL-314-INFO](#)).

**15 Get ready for your hearing**

- Take at least two copies of your documents and filed forms to the hearing. Include a filed *Proof of Service* form.
- Find more information about preparing for the hearing at the following web link: [selfhelp.courts.ca.gov/tips-your-day-court](http://selfhelp.courts.ca.gov/tips-your-day-court).

**16 Still have questions or need help?**

- Contact the Family Law Facilitator or Self-Help Center for information, local rules, and referrals to local legal services providers. Go to [selfhelp.courts.ca.gov/court-based-self-help-services](http://selfhelp.courts.ca.gov/court-based-self-help-services).
- Talk to a lawyer if you want legal advice, someone to go to court with you, or other legal help. Find an attorney through your local bar association, the State Bar of California at [www.calbar.ca.gov](http://www.calbar.ca.gov), or the Lawyer Referral Service at 1-866-442-2529.
- For free and low-cost legal help (if you qualify), go to [www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org).

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
(This section applies to cases other than probate guardianships.) PETITIONER: RESPONDENT:  OTHER PARTY: CHILD'S NAME (Juvenile cases only):		
(This section applies only to probate guardianship cases.) GUARDIANSHIP OF (name):		CASE NUMBER: Minor
<b>DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)</b>		

1. I am (check one):  a party to this proceeding to determine custody of a child  the authorized representative of the agency, which is a party to this proceeding to determine custody of a child.

2. There are (specify number): minor children who are subject to this proceeding, as follows (list oldest child first):

Full Name	Date of birth	Place of birth (city and state)
a.		
b.		
c.		
d.		

Check this box if you need to list more children. (On form [MC-020](#) or a separate piece of paper, write "FL-105, Attachment 2, Additional Children" at the top, provide all requested information for each additional child, and attach to this form.)

3. a.  Check this box if there is only one child or if all of the children listed in item 2 have lived together for the past five years. (Provide the current address of the child listed in item 2a and their residence history for the past **five years**. If the current address is confidential under Family Code section 3429, check the box and provide only the state of residence.)

Dates of residence (Month/Year)		Residence (City, State)	Person child lived with and complete current address	Relationship
From:	To present	<input type="checkbox"/> Confidential (list state only)	<input type="checkbox"/> Confidential (list state only)	
From:	To:			

Additional addresses are listed on Attachment 3a. (Form [MC-020](#) may be used for this purpose.)

b.  Check this box if there is more than one child and all the children have not lived together for the past five years. (Attach form [FL-105\(A\)/GC-120\(A\)](#) and list each other child's current address and their residence history for the past five years.)

Page 1 of 2

CASE NAME:	CASE NUMBER:
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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?

Yes  No (If yes, attach a copy of the orders if you have one and provide the following information):

Proceeding	Case number	Court (name, state or tribe, 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"/> Probate Guardianship						
c. <input type="checkbox"/> Other						

Proceeding	Case Number	Court (name, state or tribe, location)
d. <input type="checkbox"/> Juvenile		
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 or Tribe	Case Number (if known)	Orders expire (date)
a. <input type="checkbox"/> Criminal				
b. <input type="checkbox"/> Family				
c. <input type="checkbox"/> Juvenile				
d. <input type="checkbox"/> Other				

6. Do you know of any person who is not a party to this proceeding who has physical custody of or claims to have rights to custody of or visitation 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:

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Has physical custody  
 Claims custody rights  
 Claims visitation rights

Has physical custody  
 Claims custody rights  
 Claims visitation rights

Has physical custody  
 Claims custody rights  
 Claims visitation rights

Name of each child:

Name of each child:

Name of each child:

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--	--

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

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

Date:



(NAME OF DECLARANT)

(SIGNATURE OF DECLARANT)

**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:
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## ATTACHMENT TO

## DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)

**Instructions:** If all the children subject to the proceeding have not lived together for the last five years, use as many copies of this form as needed to list all the children. Number each item and each page consecutively, and attach all pages to form FL-105/GC-120.

3. b. Name of child: (Provide the child's current address and their residence history for the past **five years**. If the current address is confidential under Family Code section 3429, check the box and provide only the state of residence.)

Residence information is the same as given for the child listed in item 2a on form FL-105/GC-120. (If **not** the same, provide the information below.)

Dates of residence (Month/Year)		Residence (City, State)	Person child lived with (name and complete current address)	Relationship
From:	To present	<input type="checkbox"/> Confidential (list state only)	<input type="checkbox"/> Confidential (list state only)	
From:	To:			

3. b. Name of child: (Provide the child's current address and their residence history for the past **five years**. If the current address is confidential under Family Code section 3429, check the box and provide only the state of residence.)

Residence information is the same as given for the child listed in item 2a on form FL-105/GC-120. (If **not** the same, provide the information below.)

Dates of residence (Month/Year)		Residence (City, State)	Person child lived with (name and complete current address)	Relationship
From:	To present	<input type="checkbox"/> Confidential (list state only)	<input type="checkbox"/> Confidential (list state only)	
From:	To:			

PARTY WITHOUT ATTORNEY OR ATTORNEY		STATE BAR NUMBER:	FOR COURT USE ONLY
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
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 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).

- Employer:
- Employer's address:
- Employer's phone number:
- Occupation:
- Date job started:
- If unemployed, date job ended:
- I work about \_\_\_\_\_ hours per week.
- I get paid \$ \_\_\_\_\_ gross (before taxes)  per month  per week  per hour.

(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**

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

**3. Tax information**

- I last filed taxes for tax year (specify year):
- My tax filing status is  single  head of household  married, filing separately  
 married, filing jointly with (specify name):
- I file state tax returns in  California  other (specify state):
- 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)

Page 1 of 4

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

	Last month	Average monthly
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  owner/sole proprietor  business partner  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**

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)  Rent or  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): \$ \_\_\_\_\_

r. **TOTAL EXPENSES** (a-q) (do not add in the amounts in a(1)(a) and (b)) \$ \_\_\_\_\_s. **Amount of expenses paid by others** \$ \_\_\_\_\_

## 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):

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

I confirm this fee arrangement.

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

(TYPE OR PRINT NAME OF ATTORNEY)



(SIGNATURE OF ATTORNEY)

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

	Amount per month
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 ( <i>specify below</i> ):.....	\$ _____

19. **Special hardships.** I ask the court to consider the following special financial circumstances

(attach documentation of any item listed here, including court orders):

	AMOUNT PER MONTH	FOR HOW MANY MONTHS?
a. Extraordinary health expenses not included in 18b.....	\$ _____	_____
b. Major losses not covered by insurance ( <i>examples: fire, theft, other insured loss</i> ).....	\$ _____	_____
c. (1) Expenses for my minor children who are from other relationships and are living with me.....	\$ _____	_____
(2) Names and ages of those children ( <i>specify</i> ):		

(3) Child support I receive for those children..... 69

The expenses listed in a, b, and c create an extreme financial hardship because (explain):

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

ATTORNEY OR PARTY WITHOUT ATTORNEY:	STATE BAR NUMBER:	
NAME:		
FIRM NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
ATTORNEY FOR (name):		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
<b>PLAINTIFF/PETITIONER:</b>		
DEFENDANT/RESPONDENT:		
OTHER CASE NAME:		
<b>OPPOSITION TO REMOTE PROCEEDING AT EVIDENTIARY HEARING OR TRIAL</b>		
		CASE NUMBER:

Unless the court has an online process for opposing a remote appearance, this form must be used to show the court why a remote appearance or testimony should not be allowed at a trial or an evidentiary hearing, which is a hearing in which a person may testify under oath. (For opposing a remote appearance in a juvenile dependency action, use form RA-030.)

See page 2 of this form for more information, including deadlines for filing or serving an opposition.

1. Person opposing remote appearance or testimony is (*check and complete all that apply*):

Plaintiff/Petitioner (name):

Defendant/Respondent (name):

Other (*name and role in case*):

2. The trial or evidentiary proceeding with a remote appearance or testimony set is for (describe):

set on *(date)*: at *(time)*: in *(department)*:

before (*name of judicial officer, if known*):

3. The reasons why remote appearance or testimony should not be allowed are (*describe the reasons here, including who would be appearing, or, if more space is required, attach form MC-25*):  Explanation is on form MC-025, titled as Attachment 3.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE)

Page 1 of 2

PLAINTIFF/PETITIONER:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

### Instructions

- 1. Opposition to remote proceedings.** If a court has set a trial or evidentiary hearing (a hearing at which a party may testify under oath) to be conducted remotely, or if another party or a witness has given notice of their intent to appear remotely at a trial or an evidentiary hearing, parties may oppose the remote appearance or remote testimony by serving and filing this form. Parties may also use it if they want a court ruling in advance that a party or witness must appear in person. (Code Civ. Proc., § 367.75; Cal. Rules of Court, rule 3.672(h)(3).)
- 2. How to use this form.** This form is to explain to the court and the other parties the reasons for opposing a remote appearance or remote testimony at a trial or evidentiary hearing. If the opposition is to the testimony of certain individuals, item 3 should include their names and an explanation of why the opposing party believes their remote testimony or remote appearance should not be allowed. This form may **not** be used in juvenile dependency cases. (A party may file form RA-030 for those cases.)
- 3. Service and filing.** The opposition must be filed with the court and served on all parties and other persons entitled to receive notice of the proceedings. California Rules of Court, rule 3.672(h)(3) states when the opposition must be served and filed. There are different deadlines based on how much notice parties have of the trial or evidentiary hearing:
  - At least 5 court days before the trial or hearing date if a party gave or received at least 15 court days' notice of the trial or hearing date; or
  - By at least noon the court day before the hearing or trial date if a party gave or received less than 15 court days' notice of the trial or hearing date.

The next set of forms  
is used to let the judge  
know that you have  
served the other party.

***Superior Court of California, County of Contra Costa***

**GENERAL INFORMATION**

1. A Request for Order must be served personally if it is the first motion filed in the case by the petitioner. All other Requests for Order may be served by mail.
2. If you are filing a Request for Order to modify a post-judgment order for child support or child custody or visitation, you must complete the form Declaration Regarding Address Verification (FL-334.) This form is served on the other party along with copies of the other documents that you filed
3. CAUTION: If you do not serve the other side correctly, the judge may not hear your case on the day of the hearing.

ATTORNEY OR PARTY WITHOUT ATTORNEY OR GOVERNMENTAL AGENCY (under Family Code, §§ 17400,17406  
(Name, State Bar number, and address):

FOR COURT USE ONLY

TELEPHONE NO.:

FAX NO.:

ATTORNEY FOR (Name):

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF**

STREET ADDRESS:

MAILING ADDRESS:

CITY AND ZIP CODE:

BRANCH NAME:

PETITIONER/PLAINTIFF:

CASE NUMBER:

RESPONDENT/DEFENDANT:

(If applicable, provide):

OTHER PARENT/PARTY:

HEARING DATE:

HEARING TIME:

DEPT.:

**PROOF OF PERSONAL SERVICE**

1. I am at least 18 years old, not a party to this action, and not a protected person listed in any of the orders.
2. Person served (name):
3. I served copies of the following documents (specify):

4. By personally delivering copies to the person served, as follows:

- a. Date: \_\_\_\_\_
- b. Time: \_\_\_\_\_
- c. Address: \_\_\_\_\_

5. I am

- a.  not a registered California process server.
- b.  a registered California process server.
- c.  an employee or independent contractor of a registered California process server.
- d.  exempt from registration under Business & Profession Code section 22350(b).
- e.  a California sheriff or marshal.

6. My name, address, and telephone number, and, if applicable, county of registration and number (specify):

7.  I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
8.  I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date:



(TYPE OR PRINT NAME OF PERSON WHO SERVED THE PAPERS)

(SIGNATURE OF PERSON WHO SERVED THE PAPERS)

## INFORMATION SHEET FOR PROOF OF PERSONAL SERVICE

Use these instructions to complete the *Proof of Personal Service* (form FL-330).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Service by Mail* (form FL-335) if the documents are being served by mail. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

### INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service; one for the respondent and one for the other parent.

*Complete the top section of the proof of service forms as follows:*

**First box, left side:** In this box print the name, address, and phone number of the person for whom you are serving the documents.

**Second box, left side:** Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

**Third box, left side:** Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

**First box, top of form, right side:** Leave this box blank for the court's use.

**Second box, right side:** Print the case number in this box. This number is also stated on the documents you are serving.

**Third box, right side:** Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

1. You are stating that you are over the age of 18 and that you are neither a party of this action nor a protected person listed in any of the orders.
2. Print the name of the party to whom you handed the documents.
3. List the name of each document that you delivered to the party.
4. a. Write in the date that you delivered the documents to the party.  
b. Write in the time of day that you delivered the documents to the party.  
c. Print the address where you delivered the documents.
5. Check the box that applies to you. If you are a private person serving the documents for a party, check box "a."
6. Print your name, address, and telephone number. If applicable, include the county in which you are registered as a process server and your registration number.
7. You must check this box if you are not a California sheriff or marshal. You are stating under penalty of perjury that the information you have provided is true and correct.
8. Do not check this box unless you are a California sheriff or marshal.

**Print your name, fill in the date, and sign the form.**

*If you need additional assistance with this form, contact the family law facilitator in your county.*

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <hr/>		FOR COURT USE ONLY
TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:		CASE NUMBER:  (If applicable, provide): HEARING DATE: HEARING TIME: DEPT.:
<b>PROOF OF SERVICE BY MAIL</b>		

**NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).**

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.

2. My residence or business address is:

3. I served a copy of the following documents (specify):

by enclosing them in an envelope AND

a.  **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.  
b.  **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

4. The envelope was addressed and mailed as follows:

a. Name of person served:

b. Address:

c. Date mailed:

d. Place of mailing (city and state):

5.  I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (*Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order* (form FL-334) may be used for this purpose.)

6. 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 PERSON COMPLETING THIS FORM)

Page 1 of 1

## INFORMATION SHEET FOR PROOF OF SERVICE BY MAIL

Use these instructions to complete the *Proof of Service by Mail* (form FL-335).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Personal Service* (form FL-330) if the documents are being personally served. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

### INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service; one for the respondent and one for the other parent.

*Complete the top section of the proof of service forms as follows:*

**First box, left side:** In this box print the name, address, and phone number of the person for whom you are serving the documents.

**Second box, left side:** Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

**Third box, left side:** Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

**First box, top of form, right side:** Leave this box blank for the court's use.

**Second box, right side:** Print the case number in this box. This number is also stated on the documents you are serving.

**Third box, right side:** Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

**You cannot serve a temporary restraining order by mail. You must serve those documents by personal service.**

1. You are stating that you are at least 18 years old and that you are not a party to this action. You are also stating that you either live in or are employed in the county where the mailing took place.
2. Print your home or business address.
3. List the name of each document that you mailed (the exact names are listed on the bottoms of the forms).
  - a. Check this box if you put the documents in the regular U.S. mail.
  - b. Check this box if you put the documents in the mail at your place of employment.
4. a. Print the name you put on the envelope containing the documents.
  - b. Print the address you put on the envelope containing the documents.
  - c. Print the date that you put the envelope containing the documents in the mail.
  - d. Print the city and state you were in when you mailed the envelope containing the documents.
5. Check this box if you are serving an address verification form (required for service by mail of a postjudgment request to change a child custody, visitation, or child support order).
6. You are stating under penalty of perjury that the information you have provided is true and correct.

**Print your name, fill in the date, and sign the form.**

*If you need additional assistance with this form, contact the family law facilitator in your county.*

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: EMAIL ADDRESS: ATTORNEY FOR (name):		STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:			
<b>PETITIONER/PLAINTIFF:</b> <b>RESPONDENT/DEFENDANT:</b> <b>OTHER PARENT/PARTY:</b>			
<b>DECLARATION REGARDING ADDRESS VERIFICATION— POSTJUDGMENT REQUEST TO MODIFY A CHILD CUSTODY, VISITATION, OR CHILD SUPPORT ORDER</b>			CASE NUMBER:

1. I am the  attorney for  petitioner  respondent  other parent  other party in this matter.

2.  **The request is to modify a judgment or permanent order only for child support and a local child support agency is providing services in the case.** Service of the request solely to modify child support will be made on the other party by serving the local child support agency at least 30 days prior to the hearing as provided in Family Code sections 17404(e)(3) and 17406(f).

3.  **The request is to modify a judgment or permanent orders for child custody, visitation, or child support.**  
Note: If you cannot verify the other party's current residence or office address, mail service may not be used. The other party must be personally served. *Proof of Personal Service* (form FL-330) may be used for this purpose.

a. Before the request was served on the other party by mail, I verified in the previous 30 days that the other party's current residence or office address is (specify):

b. I can confirm that the above address is the other party's **current residence or office address** because (specify):

- (1)  The other party gave me the address listed in item 3a within 30 days before the request was served.
- (2)  I have been at the address listed in item 3a within 30 days before the request was served.
- (3)  It is the new address that the other party provided on *Notice of Change of Address* (form MC-040) or other pleading and filed with the court on (specify date):
- (4)  It is the office address that the other party last gave on a document filed with the court in this case that was also served on me as a party in the case.
- (5)  I sent the other party a letter by mail to the address in (2) with return receipt requested and the other party signed and accepted the letter at that address within the past 30 days.
- (6)  I confirmed by another method (specify):  
 Continued in Attachment 3b(6).

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

Date:



(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON COMPLETING THIS FORM)

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER:
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## NOTICE AND SERVICE INFORMATION

If you want to change a judgment or permanent order for child custody, visitation, or child support, a person at least 18 years of age or older must serve the request on the other party by (1) personal delivery or (2) first-class mail or airmail, postage prepaid. Requests to modify a judgment or permanent order for matters other than child custody, visitation, or child support must be served on the other party by personal service.

- **If your request is to change a judgment or permanent orders only for child support and a local child support agency is currently providing services, the other party may be served by mail at the office of the local child support agency. Where service is made by mail on the local child support agency, the following apply:**

1. The local child support agency must be served not less than 30 days before the hearing date.
2. Attach a copy of this completed form to the proof of service by mail; and
3. File this original form at the court clerk's office.

- **If your request is to change a judgment or permanent order for child custody, visitation, or child support and you have verified the other party's current residence or office address, you must:**

1. Complete this form to provide the other party's current residence or business address and indicate how you obtained the other party's current residence or office address.
2. Attach a copy of this completed form to the proof of service by mail; and
3. File this original form at the court clerk's office.

- **If you cannot verify the other party's current residence or office address, mail service may not be used. The other party must be personally served. *Proof of Personal Service* (form FL-330) may be used for this purpose.**