



10 STEP ROADMAP TO DIVORCE

This Roadmap is a guide to aid in completing the paperwork for a divorce. By following this step-by-step Roadmap, you should be successful in reaching a judgment in your divorce case. The legal process is complicated. If you are representing yourself, then you are your own attorney. If you need advice about your case, then you will need to ask an attorney.

1. Getting Started
2. Service
3. Declarations of Disclosure
4. Finding the Right Path to Judgment
5. Default Judgment *without* court hearing
6. Default Hearing/Judgment *with* court hearing
7. Uncontested or Stipulated Judgment
8. Contested Judgment
9. Service of Judgment
10. Things to do after your divorce judgment is finalized



This Roadmap is designed for the person who started the case (called the Petitioner); however, if you would like to respond to the case then click here for [How to Serve and File a Response in a Dissolution \(Divorce\)](#).

STEP 1: GETTING STARTED

Start your case by completing, copying and filing the following forms:

Mandatory Forms:

- FL-100 Petition**
- FL-110 Summons**
- FL-105 UCCJEA (if you have minor children)**



Tip: Check off the boxes as you complete each step.



You will need Adobe Reader X (10) or later to download the complete instructions and forms for the [How to Start a Dissolution \(Step 1\) Packet](#). Download the [Adobe Reader](#).

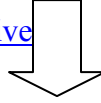
How to Start a Dissolution (Step 1) Packet

Optional Forms:

- [FL-160 Property Declaration\(s\)](#)
- [FL-311 Child Custody & Visitation 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](#)
- [FW-001 Request to Waive Court Fees](#)
- [FW-003 Order on Court Fee Waive](#)



Tasks to Complete Step 1:

- Complete all items on each form that apply to your case.
- Make 2 copies of each completed form
- Filing Fee Options:
 - ↓ Be prepared to pay the [filing fee](#); OR
 - ↓ Apply for a [Fee Waiver](#) by completing form FW-001 and FW-003. If applying for a Fee Waiver, make 1 copy of FW-001 and FW-003 and submit with a self-addressed stamped envelope.
- File all original forms and copies with the court in one of the following ways:
 1. Mail: Enclose a self-addressed stamped envelope.
 2. Drop Box: Located in the main lobby of the Family Relations Courthouse.
 3. In Person: File in person on the 1st Floor of the Family Relations Courthouse. This requires a service ticket number.
- The clerk will stamp each form, keep the originals and return the copies
- Keep 1 set of the copies for your records. Take these copies with you anytime you go to court

 **Note:**
Once you file, it is your responsibility to notify the court of any change to your address or other contact information. Do this by filing a [Notice of Change of Address](#)

STEP 2: SERVICE
Once your forms have been filed, follow this step to serve your spouse.

Mandatory Forms:

- FL-115 Proof of Service of Summons**
- FL-117 Notice and Acknowledgement of Receipt (optional)**

You can download the complete instructions and forms packet for [Step 2: Service Packet](#) and [“Documents to be Served on your Spouse” Packet](#)

Tasks to Complete Step 2:

- Have someone 18 years or older, not you, personally give your spouse (the Respondent) the other set of filed copies along with the packet “Documents to be Served on Your Spouse.”
- Have your server complete and sign the FL-115 Proof of Service of Summons. File this form with the court within 60 days.



Note: The Respondent has at least 30 days (from the day that they have been served) to file a Response with the court. If he/she does not respond, you can still continue with your divorce.

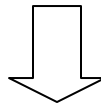
STEP 3:
Declarations of Disclosure
(Preliminary and Final)

This step **MUST** be completed even if you have no property or income.

Mandatory Forms:

- [FL-140 Declaration of Disclosure](#) *(not filed with the court but served on spouse)*
- [FL-142 Schedule of Assets & Debts](#) *(not filed with the court but served on spouse)*
- [FL-150 Income and Expense Declaration](#)
- [FL-141 Declaration Regarding Service of Declaration of Disclosure](#)

Download the [Instructions for Step 3](#).



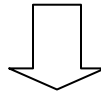
Tasks to Complete Step 3

- Complete all applicable items on each form.
- Make 2 copies of forms FL-150 and FL-141.
- Make only 1 copy of forms FL-140 and FL-142.
- Mail 1 copy of each completed form (FL-140, FL-142, FL-150, and FL-141) to your spouse.
- File originals and 1 set of copies of forms FL-150 and FL-141 only with the court. (Forms FL-140 and FL-142 should not be filed with the court).
- The clerk will stamp all forms, keep the originals and return 1 set of copies.
- Keep copies for your records. Take these copies with you anytime you go to court.



**STEP 4: FINDING THE
RIGHT PATH TO
JUDGMENT**

There are four different ways to reach your divorce judgment. Follow the flow-chart below to find which of the four ways fits your case.



DID YOUR SPOUSE FILE A RESPONSE?



NO

(No Response Filed)



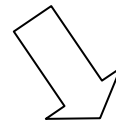
**DO YOU WANT TO GET A
JUDGMENT WITHOUT
GOING TO COURT?**



YES:
Default
Judgment
(Step 5)



NO: Set
Default
Hearing
(Step 6)



YES

(Response Filed)



**DO YOU AND YOUR
SPOUSE AGREE ON
ALL THE ISSUES?**




YES: Draft
Stipulated
Judgment
(Step 7)



NO: Set for
Contested
Trial
(Step 8)



 If you answer **YES** to any of these questions, go to Step 6.


STOP STOP STOP

You **MUST** answer **NO** to all of these questions to qualify for Step 5:

1. Are you receiving public assistance in the form of a cash grant under TANF (formerly AFDC) or CalWorks?
2. Are you seeking an initial child support or spousal support order?
3. Are you asking for an annulment?

STEP 5: DEFAULT JUDGMENT WITHOUT A COURT HEARING

Complete this step only if no Response has been filed. Complete, copy and file the following forms:

 Note: A “default” is a term for the failure to do something a person ought to do. In a family law case, it is the failure of the Respondent to answer or respond to the petition. Upon request of the Petitioner that default be entered as to respondent, the clerk may enter the default in accordance with CCP §585-587


Mandatory Forms (only if a Response has NOT been filed):

- FL-165 Request to Enter Default**
- FL-170 Declaration for Default or Uncontested Dissolution**
- FL-180 Judgment**
- FL-190 Notice of Entry of Judgment**

You can download the complete instructions and forms packet [“How to Obtain a Judgment of Dissolution, Legal Separation, or Annulment by Default \(Without a Court Hearing\)”](#)

*If there are children of the marriage, you **MUST** include both of these:*

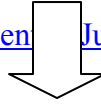
- [FL-342 Child Support Information and Order Attachment](#)
- [FL-192 Notice of Rights and Responsibilities](#)

 Note: These are some of the most common attachments, but there are many other optional [Judicial Council forms.](#)



Optional Forms:

- [FL-341 Child Custody and Visitation Order Attachment](#)
- [FL-343 Spousal, Partner, or Family Support Order Attachment](#)
- [FL-345 Property Order Attachment](#) [Judgment](#)

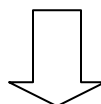


Tasks to Complete Step 5

- Bring a copy of your filed FL-115 Proof of Service of Summons (This was done in Step 2)
- FL-141 Declaration Regarding Service of the Declaration of Disclosure (If you haven't filed this form yet, it must be complete at this time).
- Make 3 copies of all completed forms.
- Address 1 envelope to the Respondent. Place 1 stamp on the envelope. Also include 1 self-addressed stamped envelope for you if submitting by mail or drop box.
- Address 1 large manila envelope to yourself with enough postage to return 2 copies of all the forms.
- Submit originals and 2 sets of copies to the court along with the addressed and stamped envelopes. The clerk will keep all the originals and copies for review by the judge. The clerk will mail a copy of the FL-165 and FL-190 to the Respondent once the default Judgment is entered.
- Keep 1 set of the copies for your records. Take these copies with you anytime you go to court.
- Wait for the court to mail you back your filed documents. If the documents are returned unfiled or rejected, then go to Step 6. If the documents are filed and returned, then go to Step 9.



WARNING: You are not divorced until you receive a filed Notice of Entry of Judgment from the court and the “effective date of termination” has passed.





**STEP 6: DEFAULT
JUDGMENT WITH A
COURT HEARING**

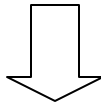
Complete, copy and file the following forms:

SET FOR DEFAULT HEARING

Mandatory Form (only if a Response has NOT been filed):

- [FL-165 Request to Enter Default](#)

You can download the complete instructions and forms packet "[How to Request a Default and Schedule a default Hearing](#)"



- Bring a copy of your filed FL-115 Proof of Service of Summons (This was done in Step 2)
- FL-141 Declaration Regarding Service of the Declaration of Disclosure (If you haven't filed this form yet, it must be complete at this time).
- Make 3 copies of the completed form.
- Address 1 envelope to the Respondent. Place 1 stamp on the envelope. Also include 1 self-addressed stamped envelope for you if submitting by mail or drop box.
- File the original FL-165 and the 3 copies along with the addressed stamped envelope with the court. The clerk will mail a copy to the Respondent once default is entered.
- Keep 1 set of the copies for your records. Take these copies with you anytime you go to court.
- Ask the Clerk for a Default Hearing date when you file your Request to Enter Default. If you file by mail or drop box, then ask for a hearing in a cover letter.
- Go to your hearing on the scheduled date and time.

AFTER THE DEFAULT HEARING

Complete, copy and file the following forms:

Mandatory Forms:

- [FL-180 Judgment](#)
- [FL-190 Notice of Entry of Judgment](#)



The Judgment needs to be prepared based on the yellow minute order from court. Because a judgment varies drastically from case to case, we do not offer instructions. You can:

1. Complete the Judgment yourself. Visit the Law Library for instructional materials
2. Hire an attorney
3. Contact the Self-Help Center for preparation of your Judgment through e-correspondence: <https://services.saccourt.ca.gov/flfoecorrespondence/>

If there are children of the marriage, you MUST include both of these:

- [FL-342 Child Support Information and Order Attachment](#)
- [FL-192 Notice of Rights and Responsibilities](#)

Optional Forms:

- [FL-341 Child Custody and Visitation Order Attachment](#)
- [FL-343 Spousal, Partner, or Family Support Order Attachment](#)
- [FL-345 Property Order Attachment to Judgment](#)



Note: These are some of the most common attachments, but there are many other optional [Judicial Council forms](#).

Tasks to Complete Step 6

- Make 3 copies of all completed forms.
- Keep 1 set of the copies for your records. Take these copies with you anytime you go to court.
- Address 1 regular-sized envelope to the Respondent- Place 1 stamp on the envelope.
- Address 1 large manila envelope to yourself with enough postage to return 2 copies of all the forms.
- Submit originals and 2 sets of copies to the court along with the 2 addressed and stamped envelopes. The clerk will keep all the originals and copies for review by the judge.
- Wait for the court to mail you back your filed documents.
- Go to Step 9.



WARNING

You are not divorced until you receive a filed Notice of Entry of Judgment from the court and the “effective date of termination” has passed.



STEP 7: UNCONTESTED OR STIPULATED JUDGMENT

(Response filed, and in full agreement) -
Complete, copy and file the following forms:

Mandatory Forms:

- [FL-141 Declaration Regarding Service of Declaration of Disclosure](#) (If you haven't filed this form yet, it **must** be complete at this time)
- [FL-170 Declaration for Default or Uncontested Dissolution](#)
- [FL-180 Judgment](#)
- [FL-190 Notice of Entry of Judgment](#)
- [FL-130 Appearance, Stipulations and Waivers](#)
- [FL-182 Judgment Checklist](#)

*If there are children of the marriage, you **MUST** include both of these:*

- [FL-342 Child Support Information and Order Attachment](#)
- [FL-192 Notice of Rights and Responsibilities](#)

Optional Forms:

- [FL-341 Child Custody and Visitation Order Attachment](#)
- [FL-343 Spousal, Partner, or Family Support Order Attachment](#)
- [FL-345 Property Order Attachment to Judgment](#)



Note: These are some of the most common attachments, but there are many other optional Judicial Council forms.



Tasks to Complete Step 7



- Make 3 copies of all completed forms.
- Keep 1 set of the copies for your records. Take these copies with you to court.
- Address 1 regular-sized envelope to the Respondent- Place 1 stamp on the envelope.
- Address 1 large manila envelope to yourself with enough postage to return 2 copies of all the forms.
- Submit originals and 2 sets of copies to the court along with the 2 addressed and stamped envelopes. The clerk will keep all the originals and copies for review by the judge.



- Wait for the court to mail you back the endorsed copies. If the documents are returned unfiled or rejected, then go to Step 8. If the documents are filed and returned, then go to Step 9.

 **WARNING**  You are not divorced until you receive a filed Notice of Entry of Judgment from the court and the “effective date of termination” has passed.

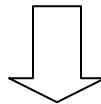
**STEP 8: CONTESTED
JUDGMENT**
(Response filed and not in full agreement)

SET FOR TRIAL

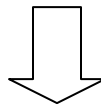
Complete, copy and file the following forms:

Mandatory Form:

- FL-141 Declaration Regarding Service of Declaration of Disclosure (If you haven't filed this form yet, it must be complete at this time)**
- Memorandum to Set (FL/E-LP-625)** You can download the complete instructions and forms packet: **Brief Instructions- [Instructions for Completing the Memorandum that Family Case is At Issue](#) OR Detailed Instructions-[Obtaining A Judgment of Dissolution, Nullity or Legal Separation When You Do Not Agree](#)**



- Make 3 copies of the completed form.
- Have someone 18 years or older, not you, mail 1 copy of the form to the Respondent and complete the Proof of Service portion of the form.
- File original and 2 sets of copies in Department 128 at the court. If filing by mail, address to Department 128.
- Wait for the court to mail you your Settlement Conference and Trial dates.
- Once you receive your Settlement Conference and Trial dates from the court, you must complete, serve, and file a [Statement of Issues](#).



SETTLEMENT CONFERENCE/TRIAL

- Attend both the Settlement Conference date AND the Trial date, as it is mandatory for both parties to appear. You must make a good faith effort to settle ALL issues in your case at the settlement conference. Be prepared to be at the court the entire day.



AFTER THE SETTLEMENT CONFERENCE /TRIAL

Complete, copy and file the following forms:

Mandatory Forms:

- [FL-180 Judgment](#)
- [FL-190 Notice of Entry of Judgment](#)

If there are children of the marriage, you MUST include both of these:

- [FL-342 Child Support Information and Order Attachment](#)
- [FL-192 Notice of Rights and Responsibilities](#)

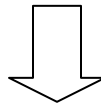
Optional Forms: Use the appropriate forms for the orders the judge made

- [FL-341 Child Custody and Visitation Order Attachment](#)
- [FL-343 Spousal, Partner, or Family Support Order Attachment](#)
- [FL-345 Property Order Attachment to Judgment](#)



Note: These are some of the most common attachments, but there are many other optional [Judicial Council forms](#).

You may also contact the Self-Help Center for preparation of your Judgment through e-correspondence: <https://services.saccourt.ca.gov/flfoecorrespondence/>



Tasks to Complete Step 8

- Make 3 copies of all completed forms.
- Keep 1 set of the copies for your records. Take these copies with you anytime you go to court.
- Address 1 regular-sized envelope to the Respondent- Place 1 stamp on the envelope.
- Address 1 large manila envelope to yourself with enough postage to return 2 copies of all the forms.
- Submit originals and 2 sets of copies to the court along with the 2 addressed and stamped envelopes. The clerk will keep all the originals and copies for review by the judge.
- Wait for the court to mail you back the endorsed copies.
- Go to Step 9.



WARNING



You are not divorced until you receive a filed Notice of Entry of Judgment from the court and the “effective date of termination” has passed.



STEP 9: SERVICE OF THE JUDGMENT

Mandatory Forms:

- [FL-335 Proof of Service by Mail](#)
- 1 filed copy of FL-180 Judgment and all attachments**

Tasks to Complete Step 9

- Have someone 18 years or older, not you, mail your ex-spouse (the Respondent) a copy of the judgment and any attachments
- Have your server complete and sign the FL-335 Proof of Service by Mail
- Make 1 copy of FL-335 Proof of Service by Mail
- File FL-335 Proof of Service by Mail and a copy of this form with the court. Enclose 1 self-addressed stamped envelope to have the filed copy returned to you.

STEP 10: THINGS TO DO AFTER DIVORCE JUDGMENT IS FINALIZED

Once you receive your final divorce judgment, remember to:

- Change the beneficiaries on your insurance
- Update your Will or Trust
- Change the titles of any property (ex: cars, house, etc) awarded in the judgment
- Change your name with social security, Department of Motor Vehicles (DMV), employment, etc
- Take the child support order to the Department of Child Support Services (DCSS) for help collecting child support



Note: You may need a **certified copy** of your divorce judgment to do these things.