

**HOW TO GET OR CHANGE ORDERS FOR CHILD SUPPORT,  
SPOUSAL SUPPORT, CUSTODY, VISITATION  
REQUEST FOR ORDER**

***YOU MUST FIRST HAVE AN EXISTING CASE – A DISSOLUTION,  
LEGAL SEPARATION, NULLITY, PARENTAGE OR A  
CHILD SUPPORT CASE WITH THE DEPARTMENT OF  
CHILD SUPPORT SERVICES***

1. **COMPLETE THE FORMS** *(Type or print in black ink)*
  - **IN ALL CASES**
    - Request for Order
  - **IF CHILD SUPPORT, SPOUSAL SUPPORT, OR ATTORNEY FEES,**  
*add*
    - Income & Expense Declaration *or*
    - Financial Statement- Simplified
  - **IF EMERGENCY ORDERS ARE REQUESTED,** *add*
    - Temporary Orders
    - Declaration re Ex Parte Notice
2. **MAKE COPIES**

You will need to make two more copies of each form, front and back. If the Department of Child Support Services is involved, you need three copies, not two.
3. **FILE THE PAPERS**

Take the originals and copies to the Clerk's Office, in Ventura, Room 208. You will have to pay a filing fee. If you are the Respondent or Claimant and this is the first paper you have filed, you will also have to pay the original filing fee. The Fee Schedule may be obtained from the Clerk. If you cannot afford the fee, you may be able to have that fee "waived". You will need to complete the FEE WAIVER PACKET. The clerk will keep the originals and return the copies to you, stamped to show that they have been "filed". The filed document will also include your court date. One copy is for you. The others must be "served" on the other party or parties.

4. **“SERVE” THE PAPERS**

“Service” means that someone other than you, over the age of 18, must *personally* deliver or mail a copy of the filed papers to the other party or parties. Remember that the Department of Child Support Services is considered a party. *Personal* Service must be completed at least 16 *court days* prior to the hearing date. If *servicing by mail*, add 5 additional days prior to the hearing. You must also have served on the other party a package of blank forms so that they can file their Response. Those blank forms are at the back of the Forms packet.

5. **FILE THE PROOF OF SERVICE**

The person who “serves” the papers must complete and sign a “Proof of Service” for each party who had been served. Each “Proof of Service” must then be filed with the court.

***IF YOU ARE ASKING FOR CUSTODY OR VISITATION ORDERS IN AN EXISTING DEPARTMENT OF CHILD SUPPORT SERVICES CASE YOU MAY NEED TO TAKE ADDITIONAL STEPS TO “JOIN” THE OTHER PARENT IN THE CASE. YOU CAN SEE IF THIS IS NECESSARY AT ANY OF THE FAMILY LAW SELF-HELP CENTERS.***

# HOW TO GET EMERGENCY ORDERS

You may ask for emergency orders if you feel you are in danger (restraining orders) or if you need emergency custody orders to protect the minor children. See Local Rules on reverse of this form.

Follow these steps to request emergency orders:

1. **COMPLETE THE FORMS:** You may obtain the forms from the Clerk's Office, Family Law Facilitator, the Court Website at [www.ventura.courts.ca.gov](http://www.ventura.courts.ca.gov) or the Judicial Council Website at [www.courtinfo.gov](http://www.courtinfo.gov).
2. **PICK A DATE AND TIME FOR YOUR HEARING:** See the schedule on reverse.
3. **GIVE NOTICE TO THE OTHER PARTY:** You must tell the other party that you are filing for this Emergency Hearing by 10 a.m. the *court day* before the hearing. In some cases, you may not have to give notice – ask the Family Law Facilitator or an attorney if you believe you would be in danger if you told the other party about this request.

• **NOTICE: If there is a restraining order issued against you in this case, you may not give notice. Someone else must give notice.**

4. **FILE YOUR PAPERS:** Be sure to file your papers with Clerk's office no later than 2 hours before your hearing but, if possible, the day before the hearing to allow the judge time to read your papers. If the papers are not filed on time, your case will not be heard.
5. **ATTEND THE HEARING:** If the judge grants your request, you will file the signed temporary order and have the other party served with the filed papers and the order. These emergency orders are made for only a short period of time. You will need to come back to court in about 3 weeks or your orders may expire.
6. **SERVE THE PAPERS AND ORDER ON THE OTHER PARTY:** Someone *other than you* must give these papers and the order to the other party. Whoever does this must sign a paper called a Proof of Service verifying that the papers were given to the other party personally. You may ask the Sheriff's Department to serve the papers. There may be a cost to do this.
7. **FILE THE PROOF OF SERVICE WITH THE COURT:** If you have not served the other party or do not have proof that the other party was served, the judge will not hear your case. Your case will be continued so that the papers can be served.
8. **ATTEND THE SECOND HEARING:** You should have an order prepared for the judge to sign.

*If you are low income or receive public assistance benefits, you may ask for a fee waiver so you do not have to pay any filing fees. (For Domestic Violence cases there is no fee)*

→ → → **IMPORTANT!!! PLEASE READ THESE LOCAL RULES**

#### **Local Rule 9.04 Family Law Ex Parte Matters**

##### **A. EMERGENCY ORDER APPLICATIONS DISFAVORED**

Emergency Orders applications are strongly disfavored. Whenever possible, in lieu of an emergency order, the court will issue orders shortening time and set the matter for full hearing at the regular family law and motion calendar. However, orders shortening time are also disfavored, and must be supported by a substantial showing of need.

##### **B. DETERMINATION BASED ON PLEADINGS**

It is the court's policy to determine emergency orders based on the pleadings submitted. Thus, requests for emergency orders normally will be determined without giving either party an opportunity for oral argument or discussion with the court.

#### **California Rule of Court 5.151 (d) (5) Contents of Application and Declaration**

##### **D. APPLICATIONS REGARDING CHILD CUSTODY OR VISITATION (PARENTING TIME)**

Applications for emergency orders granting or modifying child custody or visitation (parenting time) under Family Code section 3064 must: (A) Provide a full, detailed description of the most recent incidents showing i) Immediate harm to the child as defined in Family Code Section 3064(b) or ii) Immediate risk that the child will be removed from the State of California, (B) Specify the date of each incident described in (A), (C) Advise the court of the existing custody and visitation arrangements and how they would be changed by this emergency request, (D) Include a copy of the current custody orders, if they are available. If no orders exist, explain where and with whom the child is currently living and (E) include a completed UCCJEA (FL-105) if one has not been previously filed or if information has changed since previously filed.

#### **HOW TO GET A DATE FOR YOUR HEARING:**

Emergency requests are heard Monday through Friday at 11:30 a.m. for cases assigned to Courtrooms 31, 32, 33 and 35. You must call the secretary to make an appointment:

- If your case is assigned to Courtroom 31, 32 or 35 call 289-8762
- If your case is assigned to Courtroom 33 call 289-8772

For Domestic Violence, Harassment, Workplace Violence and Gun Violence restraining orders, or if your case is assigned to Courtroom 34, you do not need to make an appointment. Your case will be heard Monday through Friday at 1:30 p.m. in Courtroom 34. Exception: A Domestic Violence request filed in an existing Family Law case will be assigned to and heard in the courtroom of the Judicial Officer assigned to hear the existing case.

For Elder/Dependant Adult Abuse restraining orders you do not need to make an appointment. Your case will be heard Monday through Friday at 11:30 a.m. in Courtroom 33.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):    TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>												
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:													
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:													
<table style="width:100%; border: none;"> <tr> <td style="width:33%;"><b>REQUEST FOR ORDER</b></td> <td style="width:33%;"><input type="checkbox"/> <b>MODIFICATION</b></td> <td style="width:33%;"><input type="checkbox"/> <b>Temporary Emergency Court Order</b></td> </tr> <tr> <td><input type="checkbox"/> <b>Child Custody</b></td> <td><input type="checkbox"/> <b>Visitation</b></td> <td><input type="checkbox"/> <b>Other (specify):</b></td> </tr> <tr> <td><input type="checkbox"/> <b>Child Support</b></td> <td><input type="checkbox"/> <b>Spousal Support</b></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <b>Attorney Fees and Costs</b></td> <td></td> <td></td> </tr> </table>	<b>REQUEST FOR ORDER</b>	<input type="checkbox"/> <b>MODIFICATION</b>	<input type="checkbox"/> <b>Temporary Emergency Court Order</b>	<input type="checkbox"/> <b>Child Custody</b>	<input type="checkbox"/> <b>Visitation</b>	<input type="checkbox"/> <b>Other (specify):</b>	<input type="checkbox"/> <b>Child Support</b>	<input type="checkbox"/> <b>Spousal Support</b>		<input type="checkbox"/> <b>Attorney Fees and Costs</b>			CASE NUMBER:
<b>REQUEST FOR ORDER</b>	<input type="checkbox"/> <b>MODIFICATION</b>	<input type="checkbox"/> <b>Temporary Emergency Court Order</b>											
<input type="checkbox"/> <b>Child Custody</b>	<input type="checkbox"/> <b>Visitation</b>	<input type="checkbox"/> <b>Other (specify):</b>											
<input type="checkbox"/> <b>Child Support</b>	<input type="checkbox"/> <b>Spousal Support</b>												
<input type="checkbox"/> <b>Attorney Fees and Costs</b>													

1. TO (name): \_\_\_\_\_
2. A hearing on this *Request for Order* will be held as follows: **If child custody or visitation is an issue in this proceeding, Family Code section 3170 requires mediation before or at the same time as the hearing (see item 7.)**

a. Date: _____	Time: _____	<input type="checkbox"/> Dept.: _____	<input type="checkbox"/> Room.: _____
----------------	-------------	---------------------------------------	---------------------------------------

- b. Address of court  same as noted above  other (specify): \_\_\_\_\_
3. Attachments to be served with this *Request for Order*:
- |   |   |
|---|---|
| a. A <b>blank Responsive Declaration</b> (form FL-320)<br>b. <input type="checkbox"/> Completed <i>Income and Expense Declaration</i> (form FL-150) and a <b>blank Income and Expense Declaration</b> | c. <input type="checkbox"/> Completed <i>Financial Statement (Simplified)</i> (form FL-155) and a <b>blank Financial Statement (Simplified)</b><br>d. <input type="checkbox"/> Points and authorities<br>e. <input type="checkbox"/> Other (specify): _____ |
|---|---|

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

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

\_\_\_\_\_  
 (SIGNATURE)

**COURT ORDER**

4.  YOU ARE ORDERED TO APPEAR IN COURT AT THE DATE AND TIME LISTED IN ITEM 2 TO GIVE ANY LEGAL REASON WHY THE ORDERS REQUESTED SHOULD NOT BE GRANTED.
5.  Time for  service  hearing is shortened. Service must be on or before (date): \_\_\_\_\_
6. Any responsive declaration must be served on or before (date): \_\_\_\_\_
7. The parties are ordered to attend mandatory custody services as follows:
8.  You are ordered to comply with the *Temporary Emergency Court Orders* (form FL-305) attached.
9.  Other (specify): \_\_\_\_\_

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

JUDICIAL OFFICER

**To the person who received this *Request for Order*: If you wish to respond to this *Request for Order*, you must file a *Responsive Declaration to Request for Order* (form FL-320) and serve a copy on the other parties at least nine court days before the hearing date unless the court has ordered a shorter period of time. You do not have to pay a filing fee to file the *Responsive Declaration to Request for Order* (form FL-320) or any other declaration including an *Income and Expense Declaration* (form FL-150) or *Financial Statement (Simplified)* (form FL-155).**

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

**REQUEST FOR ORDER AND SUPPORTING DECLARATION**

Petitioner  Respondent  Other Parent/Party requests the following orders:

1.  CHILD CUSTODY

To be ordered pending the hearing

a. Child's name and age

b. Legal custody to (name of person who makes decisions about health, education, etc.)

c. Physical custody to (name of person with whom child will live)

d.  As requested in form

*Child Custody and Visitation Application Attachment* (form FL-311)

*Request for Child Abduction Prevention Orders* (form FL-312)

*Children's Holiday Schedule Attachment* (form FL-341(C))

*Additional Provisions—Physical Custody Attachment* (form FL-341(D))

*Joint Legal Custody Attachment* (form FL-341(E))

Other (Attachment 1d)

e.  Modify existing order

(1) filed on (date):

(2) ordering (specify):

2.  CHILD VISITATION (PARENTING TIME)

To be ordered pending the hearing

a. As requested in: (1)  Attachment 2a (2)  *Child Custody and Visitation Application Attachment* (form FL-311)  
(3)  Other (specify):

b.  Modify existing order

(1) filed on (date):

(2) ordering (specify):

c.  One or more domestic violence restraining/protective orders are now in effect. (Attach a copy of the orders if you have one.) The orders are from the following court or courts (specify county and state):

(1)  Criminal: County/state:  
Case No. (if known):

(3)  Juvenile: County/state:  
Case No. (if known):

(2)  Family: County/state:  
Case No. (if known):

(4)  Other: County/state:  
Case No. (if known):

3.  CHILD SUPPORT (An earnings assignment order may be issued.)

a. Child's name and age

b.  I request support based on the child support guidelines

c. Monthly amount requested (if not by guideline)  
\$

d.  Modify existing order

(1) filed on (date):

(2) ordering (specify):

**Notice: The court is required to order child support based on the income of both parents. It normally continues until the child is 18. You must supply the court with information about your finances by filing an *Income and Expense Declaration* (form FL-150) or a *Financial Statement (Simplified)* (form FL-155). Otherwise, the child support order will be based on information about your income that the court receives from other sources, including the other parent.**

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

4.  SPOUSAL OR PARTNER SUPPORT *(An earnings assignment order may be issued.)*
- a.  Amount requested *(monthly)*: \$ c.  Modify existing order  
 b.  Terminate existing order (1) filed on *(date)*:  
(1) filed on *(date)*: (2) ordering *(specify)*:  
(2) ordering *(specify)*:  
 d.  The *Spousal or Partner Support Declaration Attachment* (form FL-157) is attached *(for modification of spousal or partner support after judgment only)*  
 e. An *Income and Expense Declaration* (form FL-150) must be attached
5.  ATTORNEY FEES AND COSTS are requested on *Request for Attorney Fees and Costs Order Attachment* (form FL-319) or a declaration that addresses the factors covered in that form. An *Income and Expense Declaration* (form FL-150) must be attached. A *Supporting Declaration for Attorney Fees and Costs Order Attachment* (form FL-158) or a declaration that addresses the factors covered in that form must also be attached.
6.  PROPERTY RESTRAINT  **To be ordered pending the hearing**
- a. The  petitioner  respondent  claimant is restrained from transferring, encumbering, hypothecating, concealing, or in any way disposing of any property, real or personal, whether community, quasi-community, or separate, except in the usual course of business or for the necessities of life.  
 The applicant will be notified at least five business days before any proposed extraordinary expenditures, and an accounting of such will be made to the court.
- b.  Both parties are restrained and enjoined from cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of any insurance or other coverage, including life, health, automobile, and disability, held for the benefit of the parties or their minor children.
- c.  Neither party may incur any debts or liabilities for which the other may be held responsible, other than in the ordinary course of business or for the necessities of life.
7.  PROPERTY CONTROL  **To be ordered pending the hearing**
- a.  The petitioner  respondent is given the exclusive temporary use, possession, and control of the following property that we own or are buying *(specify)*:
- b.  The petitioner  respondent is ordered to make the following payments on liens and encumbrances coming due while the order is in effect:
- | <u>Debt</u> | <u>Amount of payment</u> | <u>Pay to</u> |
|-------------|--------------------------|---------------|
|             |                          |               |
8.  OTHER RELIEF *(specify)*:

**NOTE: To obtain domestic violence restraining orders, you must use the forms *Request for Order (Domestic Violence Prevention)* (form DV-100), *Temporary Restraining Order (Domestic Violence)* (form DV-110), and *Notice of Court Hearing (Domestic Violence)* (form DV-109).**

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

9.  I request that time for service of the *Request for Order* and accompanying papers be shortened so that these documents may be served no less than (*specify number*): \_\_\_\_\_ days before the time set for the hearing. I need to have this order shortening time because of the facts specified in item 10 or the attached declaration.
10.  FACTS IN SUPPORT of orders requested and change of circumstances for any modification are (*specify*):  
 Contained in the attached declaration. (*You may use Attached Declaration (form MC-031) for this purpose. The attached declaration must not exceed 10 pages in length unless permission to file a longer declaration has been obtained from the court.*)

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 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 [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.)



PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
--	--------------

**DECLARATION**

*(This form must be attached to another form or court paper before it can be filed in court.)*

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

Date:

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

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

- Attorney for     Plaintiff     Petitioner     Defendant
- Respondent     Other (*Specify*):



IN THE MATTER OF: _____ CASE NUMBER: _____	<b>FOR COURT USE ONLY</b>
---	---------------------------

## FAMILY COURT SERVICES INTAKE QUESTIONNAIRE

- |  | YES  | NO   |
|--|--|--|
| <b>1. Previous Mediation</b><br>Have the parents previously participated in child custody mediation?   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>2. Interpreters Required</b><br>Is either parent non-English speaking or limited in speaking English?   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>3. Parent Change of Residence</b><br>Has either parent recently moved or is planning to move out of the United States, State of California, or County of Ventura?   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>4. Domestic Violence Concerns*</b><br>(a) Is there a Restraining or Protective order against either parent?<br>(b) Have there been any allegations of violence, abuse, or stalking committed by either parent against the other or the child? | <input type="checkbox"/><br><br><input type="checkbox"/> | <input type="checkbox"/><br><br><input type="checkbox"/> |
| <b>5. Children or Adult Protective Services Involvement</b><br>Has either parent been contacted by a Children's or Adult Services Agency concerning an abuse/neglect investigation?  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>6. Child Custody Evaluation</b><br>Have the parents participated or been ordered to participate in a child custody evaluation? When?: _____   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>7. Party in Jail or Prison</b><br>Identify any parent who is expected to be in jail or prison at the time of the Mediation:<br><br>_____<br>Name of parent incarcerated                      Facility   |  |  |
| <b>8. Dependency Petitions</b><br>Have any dependency petitions been filed in Juvenile Court related to the parties children?  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |

\_\_\_\_\_  
Signature of Petitioner or Attorney for Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Respondent or Attorney for Respondent

\_\_\_\_\_  
Date

\*Family Code Section 3181(b) states; "If any party alleging domestic violence in a written declaration under penalty of perjury or a party protected by a protective order so requests, the mediator will meet with the parties separately and at separate times."

**THIS FORM TO REMAIN CONFIDENTIAL (Family Code §3177)**



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):    TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/CLAIMANT:	
<b>INCOME AND EXPENSE DECLARATION</b>	CASE NUMBER:

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

Attach copies of your pay stubs for last two months (black out social security numbers).

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

**(If you have more than one job, attach an 8½-by-11-inch sheet of paper and list the same information as above for your other jobs. Write "Question 1—Other Jobs" at the top.)**

**2. Age and education**

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

**3. Tax information**

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

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

**(If you need more space to answer any questions on this form, attach an 8½-by-11-inch sheet of paper and write the question number before your answer.)** Number of pages attached: \_\_\_\_\_

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

Date:

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

PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/CLAIMANT: _____	CASE NUMBER: _____
---	-----------------------

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

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

	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 . . . . .	\$ _____	_____
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 BAQ, royalty payments, etc.) (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** . . . . . Last month

a. Required union dues . . . . .	\$ _____	_____
b. Required retirement payments (not social security, FICA, 401(k), or IRA) . . . . .	\$ _____	_____
c. Medical, hospital, dental, and other health insurance premiums (total monthly amount) . . . . .	\$ _____	_____
d. Child support that I pay for children from other relationships . . . . .	\$ _____	_____
e. Spousal support that I pay by court order from a different marriage . . . . .	\$ _____	_____
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** . . . . . Total

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) . . . . .	\$ _____	_____

PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/CLAIMANT: _____	CASE NUMBER: _____
---	-----------------------

**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

- |   |  |
|---|--|
| <p>a. Home:</p> <p>(1) <input type="checkbox"/> Rent or <input type="checkbox"/> mortgage... \$ _____</p> <p style="padding-left: 20px;">If mortgage:</p> <p style="padding-left: 40px;">(a) average principal: \$ _____</p> <p style="padding-left: 40px;">(b) average interest: \$ _____</p> <p>(2) Real property taxes . . . . . \$ _____</p> <p>(3) Homeowner's or renter's insurance (if not included above) . . . . . \$ _____</p> <p>(4) Maintenance and repair . . . . . \$ _____</p> <p>b. Health-care costs not paid by insurance. . . \$ _____</p> <p>c. Child care . . . . . \$ _____</p> <p>d. Groceries and household supplies. . . . . \$ _____</p> <p>e. Eating out. . . . . \$ _____</p> <p>f. Utilities (gas, electric, water, trash) . . . . . \$ _____</p> <p>g. Telephone, cell phone, and e-mail . . . . . \$ _____</p> | <p>h. Laundry and cleaning . . . . . \$ _____</p> <p>i. Clothes . . . . . \$ _____</p> <p>j. Education . . . . . \$ _____</p> <p>k. Entertainment, gifts, and vacation. . . . . \$ _____</p> <p>l. Auto expenses and transportation (insurance, gas, repairs, bus, etc.) . . . . . \$ _____</p> <p>m. Insurance (life, accident, etc.; do not include auto, home, or health insurance). . . \$ _____</p> <p>n. Savings and investments. . . . . \$ _____</p> <p>o. Charitable contributions. . . . . \$ _____</p> <p>p. Monthly payments listed in item 14 (itemize below in 14 and insert total here). . \$ _____</p> <p>q. Other (specify): . . . . . \$ _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>r. <b>TOTAL EXPENSES</b> (a–q) (do not add in the amounts in a(1)(a) and (b)) \$ _____</p> </div> <p>s. <b>Amount of expenses paid by others</b> \$ _____</p> |
|---|--|

**14. Installment payments and debts not listed above**

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

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

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

I confirm this fee arrangement.

Date:

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

▶

\_\_\_\_\_  
(SIGNATURE OF ATTORNEY)

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
--	--------------

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

**16. Number of children**

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

**17. Children's health-care expenses**

- a.  I do  I do not have health insurance available to me for the children through my job.
- b. Name of insurance company: \_\_\_\_\_
- c. Address of insurance company: \_\_\_\_\_
  
- d. The monthly cost for the **children's** health insurance is or would be *(specify)*: \$ \_\_\_\_\_  
*(Do not include the amount your employer pays.)*

**18. Additional expenses for the children in this case**

Amount per month

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



Your name and address or attorney's name and address:	TELEPHONE NO.:	<b>FOR COURT USE ONLY</b>
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:		CASE NUMBER:
<b>FINANCIAL STATEMENT (SIMPLIFIED)</b>		

**NOTICE: Read page 2 to find out if you qualify to use this form and how to use it.**

1. a.  My only source of income is TANF, SSI, or GA/GR.
- b.  I have applied for TANF, SSI, or GA/GR.
2. I am the parent of the following number of natural or adopted children from this relationship \_\_\_\_\_
3. a. The children from this relationship are with me this amount of time \_\_\_\_\_ %
- b. The children from this relationship are with the other parent this amount of time \_\_\_\_\_ %
- c. Our arrangement for custody and visitation is *(specify, using extra sheet if necessary)*:
4. My tax filing status is:  single  married filing jointly  head of household  married filing separately.
5. My current gross income *(before taxes)* per month is \_\_\_\_\_ \$
- This income comes from the following:
- Attach 1**  Salary/wages: Amount before taxes per month \_\_\_\_\_ \$
- copy of pay**  Retirement: Amount before taxes per month \_\_\_\_\_ \$
- stubs for**  Unemployment compensation: Amount per month \_\_\_\_\_ \$
- last 2**  Workers' compensation: Amount per month \_\_\_\_\_ \$
- months here**  Social security:  SSI  Other Amount per month \_\_\_\_\_ \$
- (cross out**  Disability: Amount per month \_\_\_\_\_ \$
- social**  Interest income ( from bank accounts or other): Amount per month \_\_\_\_\_ \$
- security**
- numbers)**
- I have no income other than as stated in this paragraph.
6. I pay the following monthly expenses for the children in this case:
  - a.  Day care or preschool to allow me to work or go to school \_\_\_\_\_ \$
  - b.  Health care not paid for by insurance \_\_\_\_\_ \$
  - c.  School, education, tuition, or other special needs of the child \_\_\_\_\_ \$
  - d.  Travel expenses for visitation \_\_\_\_\_ \$
7.  There are *(specify number)* \_\_\_\_\_ other minor children of mine living with me. Their monthly expenses that I pay are \_\_\_\_\_ \$
8. I spend the following average monthly amounts *(please attach proof)*:
  - a.  Job-related expenses that are not paid by my employer *(specify reasons for expenses on separate sheet)* \_\_\_\_\_ \$
  - b.  Required union dues \_\_\_\_\_ \$
  - c.  Required retirement payments (not social security, FICA, 401k or IRA) \_\_\_\_\_ \$
  - d.  Health insurance costs \_\_\_\_\_ \$
  - e.  Child support I am paying for other minor children of mine who are not living with me \_\_\_\_\_ \$
  - f.  Spousal support I am paying because of a court order for another relationship \_\_\_\_\_ \$
  - g.  Monthly housing costs:  rent or  mortgage \_\_\_\_\_ \$

If mortgage: interest payments \$ \_\_\_\_\_ real property taxes \$ \_\_\_\_\_
9. Information concerning  my current employment  my most recent employment:
 

Employer:  
Address:  
Telephone number:  
My occupation:  
Date work started:  
Date work stopped *(if applicable)*: \_\_\_\_\_ What was your gross income *(before taxes)* before work stopped?: \_\_\_\_\_

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	CASE NUMBER:
---	--------------

10. My estimate of the other party's gross monthly income (*before taxes*) is ..... \$ \_\_\_\_\_
11. My current spouse's monthly income (*before taxes*) is ..... \$ \_\_\_\_\_
12. Other information I want the court to know concerning child support in my case (*attach extra sheet with the information*).
13.  I am attaching a copy of page 3 of form FL-150, *Income and Expense Declaration* showing my expenses.

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) <input type="checkbox"/> PETITIONER/PLAINTIFF <input type="checkbox"/> RESPONDENT/DEFENDANT
-------------------------------	--	--

### INSTRUCTIONS

**Step 1: Are you eligible to use this form?** *If your answer is YES to any of the following questions, you may NOT use this form:*

- Are you asking for spousal support (alimony) or a change in spousal support?
- Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- Are you asking the other party to pay your attorney fees?
- Is the other party asking you to pay his or her attorney fees?
- Do you receive money (income) from any source other than the following?
  - Welfare (such as TANF, GR, or GA)
  - Interest
  - Salary or wages
  - Workers' compensation
  - Disability
  - Social security
  - Unemployment
  - Retirement
- Are you self-employed?

If you are eligible to use this form and choose to do so, you do not need to complete the *Income and Expense Declaration* (form FL-150). Even if you are eligible to use this form, you may choose instead to use the *Income and Expense Declaration* (form FL-150).

**Step 2: Make 2 copies of each of your pay stubs for the last two months.** If you received money from other than wages or salary, include copies of the pay stub received with that money.

Privacy notice: If you wish, you may cross out your social security number if it appears on the pay stub, other payment notice or your tax return

**Step 3: Make 2 copies of your most recent federal income tax form.**

**Step 4: Complete this form with the required information.** Type the form if possible or complete it neatly and clearly in black ink. If you need additional room, please use plain or lined paper, 8½-by-11", and staple to this form.

**Step 5: Make 2 copies of each side of this completed form and any attached pages.**

**Step 6: Serve a copy on the other party.** Have someone other than yourself mail to the attorney for the other party, the other party, and the local child support agency, if they are handling the case, 1 copy of this form, 1 copy of each of your stubs for the last two months, and 1 copy of your most recent federal income tax return.

**Step 7: File the original with the court.** Staple this form with 1 copy of each of your pay stubs for the last two months. Take this document and give it to the clerk of the court. Check with your local court about how to submit your return.

**Step 8: Keep the remaining copies of the documents for your file.**

**Step 9: Take the copy of your latest federal income tax return to the court hearing.**

**It is very important that you attend the hearings scheduled for this case. If you do not attend a hearing, the court may make an order without considering the information you want the court to consider.**

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

**TEMPORARY EMERGENCY COURT ORDERS**  
**Attachment to Request for Order (FL-300)**

The court makes the following orders, which are effective immediately and until the hearing:

1.  PROPERTY RESTRAINT
  - a.  Petitioner  Respondent  Claimant is restrained from transferring, encumbering, hypothecating, concealing, or in any way disposing of any property, real or personal, whether community, quasi-community, or separate, except in the usual course of business or for the necessities of life.  
 The other party is to be notified of any proposed extraordinary expenditures, and an accounting of such is to be made to the court.
  - b.  Both parties are restrained and enjoined from cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of any insurance or other coverage, including life, health, automobile, and disability, held for the benefit of the parties or their minor child or children.
  - c.  Neither party may incur any debts or liabilities for which the other may be held responsible, other than in the ordinary course of business or for the necessities of life.
  
2.  PROPERTY CONTROL
  - a.  Petitioner  Respondent is given the exclusive temporary use, possession, and control of the following property that the parties own or are buying (*specify*):
  
  - b.  Petitioner  Respondent is ordered to make the following payments on liens and encumbrances coming due while the order is in effect:
 

<u>Debt</u>	<u>Amount of payment</u>	<u>Pay to</u>
  
3.  MINOR CHILDREN
  - a.  Petitioner  Respondent will have the temporary physical custody, care, and control of the minor children of the parties  subject to the other party's rights of visitation as follows:
  
  - b.  Petitioner  Respondent must not remove the minor child or children of the parties
    - (1)  from the state of California.
    - (2)  from the following counties (*specify*):
    - (3)  other (*specify*):
  - c.  Child abduction prevention orders are attached (see form FL-341(B)).
  - d. (1) Jurisdiction: This court has jurisdiction to make child custody orders in this case under the Uniform Child Custody Jurisdiction and Enforcement Act (part 3 of the California Family Code, commencing with section 3400).  
 (2) Notice and opportunity to be heard: The responding party was given notice and an opportunity to be heard as provided by the laws of the State of California.  
 (3) Country of habitual residence: The country of habitual residence of the child or children is  
 the United States of America  other (*specify*):  
 (4) **Penalties for violating this order: If you violate this order, you may be subject to civil or criminal penalties or both.**
  
4.  OTHER ORDERS (*specify*):  
 Additional orders are listed on Attachment 4.

Date: \_\_\_\_\_ JUDGE OF THE SUPERIOR COURT

5. The date of the court hearing is (*insert date when known*): \_\_\_\_\_

**CLERK'S CERTIFICATE**

[SEAL] I certify that the foregoing is a true and correct copy of the original on file in my office.

Date: \_\_\_\_\_ Clerk, by \_\_\_\_\_, Deputy



ATTORNEY OF PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 4353 VINEYARD AVE., OXNARD, CA 93036		Limited Civil Case
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:		
<b>DECLARATION RE EX PARTE NOTICE</b>		CASE NUMBER:
<input type="checkbox"/> Dom. Violence Restraining Order <input type="checkbox"/> Civil Harassment Restraining order <input type="checkbox"/> Other Family Law / Custody <input type="checkbox"/> Other Civil / Probate		

**Instructions:** The person giving the notice must state how notice was given, where the hearing is to be held, and what orders are requested. If notice is not being given, please advance to page two of this form.

I, \_\_\_\_\_, declare:

1. I informed the person listed above that an order would be sought in the Superior Court of Ventura County at

800 South Victoria Ave., Ventura       4353 Vineyard Ave., Oxnard

on:      Date: \_\_\_\_\_      Time: \_\_\_\_\_      Courtroom: \_\_\_\_\_

Person informed: (Name) \_\_\_\_\_ Date and time informed: \_\_\_\_\_

How Informed:

By telephone to the       party       attorney at (Telephone Number) \_\_\_\_\_

By leaving a message with (Name) \_\_\_\_\_ relationship to party: \_\_\_\_\_

at (Telephone Number) \_\_\_\_\_  In person

By leaving a message on voicemail of the party at (Telephone Number) \_\_\_\_\_

By personally informing:       party       attorney

In writing (copy must be attached).

2. I told him/her that the orders requested included, but were not limited to:

Domestic Violence Restraining Orders with       move-out orders       custody orders

Civil Harassment Restraining Orders

Custody / visitation orders, specifically: \_\_\_\_\_

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

and that he/she should appear at the above time and place if he/she wished to be heard by the court.

3. I       do       do not      expect the other party to oppose my request.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Declarant

DECLARATION RE: EXPARTE NOTICE - NO NOTICE GIVEN

- Dom. Violence Restraining Order
- Other Family Law / Custody

- Civil Harassment Restraining order
- Other Civil / Probate

**Instructions:** Notice must be given for all Ex Parte requests unless the person requesting the order can establish exceptional circumstances to excuse notice.

1. I, \_\_\_\_\_, am requesting Ex Parte orders as stated below. I am requesting that notice be excused in this matter.

2. Ex Parte hearing is set at  **800 South Victoria Ave., Ventura**  
 **3855-F Alamo St., Simi Valley**  
 **4353 Vineyard Ave., Oxnard**

on: **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Courtroom:** \_\_\_\_\_

3. I am requesting the following orders:

- Domestic Violence Restraining Orders with  move-out orders  custody orders
- Civil Harassment Restraining Orders
- Custody / visitation orders, specifically: \_\_\_\_\_  
\_\_\_\_\_
- Other Civil/Probate orders, specifically: \_\_\_\_\_  
\_\_\_\_\_

4. Notice should be excused because (provide details as to why the other party should not be told, in advance, of your request for emergency orders)

- I do not have any way to give notice to the other party because: \_\_\_\_\_  
\_\_\_\_\_
- If notice is given, I, or the children, will suffer immediate harm, specifically: \_\_\_\_\_  
\_\_\_\_\_
- Giving notice would frustrate the purpose of this order because: \_\_\_\_\_  
\_\_\_\_\_

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

Dated: \_\_\_\_\_

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
SHORT TITLE OF CASE:		
<b>PROOF OF SERVICE</b>		CASE NUMBER:

1. At the time of service, I was at least 18 years of age and not a party to this action.
2. I served the following documents:

- Summons
- Petition
- Response
- Complaint
- Answer
- UCCJEA Declaration
- Notice of Motion
- Request for Order
- Temporary Restraining Order
- Mediation/Orientation Appointment Fact Sheet

- Responsive Declaration to Request for Order
- Income & Expense Declaration
- Order After Hearing
- Blank Response
- Blank Answer
- Blank Responsive Declaration
- Blank Income and Expense Declaration
- OTHER \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Party served:

4. Address:

5. Method of service:

**Personal service:** By personal delivery to the person identified in paragraph 3.  
 Date of Service:  
 Time of Service:

**By Mail:** By mailing copies to the person identified in paragraph 3, with postage fully prepaid, by first class mail as follows:

Date of Mailing:

Place of Deposit:

- With two copies of the Notice and Acknowledgment of Receipt and stamped return envelope addressed to me. (Attach signed Notice & Acknowledgment of Receipt)
- To an address outside of California with return receipt requested (Attach Returned Receipt)

**PROOF OF SERVICE**

6. Person Serving (name, address and telephone number):

7. Person serving, additional information

- Fee for service
- Not a registered California process server.
- Exempt from registration under B & P section 22350(b)
- Registered California process server:
  - Employee or independent contractor
  - Registration Number: \_\_\_\_\_
  - County of Registration: \_\_\_\_\_

**I declare under the penalty of perjury and pursuant to the laws of the State of California that the foregoing is true and correct. Executed on \_\_\_\_\_ at \_\_\_\_\_.**

\_\_\_\_\_  
Signature of Declarant

**I am a California sheriff, marshal or constable, and I certify that the foregoing is true and correct. Executed on \_\_\_\_\_ at \_\_\_\_\_.**

\_\_\_\_\_  
Signature



# **NOTICE**

**ALL OF THE FOLLOWING FORMS ARE LEFT  
BLANK AND MUST BE SERVED  
ON THE RESPONDENT  
ALONG WITH A COPY OF THE DOCUMENTS  
YOU HAVE FILED**



## HOW TO RESPOND TO REQUEST FOR ORDER

1. **COMPLETE THE FORMS** (*Type or print in black ink*)
  - Responsive Declaration to Request for Order
    - This is your opportunity to *respond* to the issues raised on the Request for Order. You can only respond to those issues already raised. If you want to raise additional issues, you need to file your own Request for Order.
  - Income and Expense Declaration or Financial Declaration (Simplified) if issues of support or attorney fees raised in the Request for Order
  
2. **SERVE A COPY ON THE OTHER PARTY**

Make TWO copies of the above documents. One copy is to be “served” on the other party. Service means the *copy* must be personally delivered or mailed to the other party by someone over the age of 18 other than you. You cannot “serve” it yourself. Service must be completed no later than 9 court days before the court hearing. Whoever serves the papers must complete the Proof of Service. You will file the Proof of Service with the Original Responsive Declaration.
  
3. **FILE THE PAPERS**

Take the original and two copies along with the Proof of Service to the Clerk’s Office, in Ventura, Room 208. The clerk will keep the original and return the copies to you, stamped to show that it has been “filed”. One of the two copies is to be “served” on the other party. The other copy is for your records.



ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):  <hr/>  TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER/PLAINTIFF:  RESPONDENT/DEFENDANT:  OTHER PARTY:	
<b>RESPONSIVE DECLARATION TO REQUEST FOR ORDER</b>	CASE NUMBER:
HEARING DATE: _____ TIME: _____ DEPARTMENT OR ROOM: _____	

1.  CHILD CUSTODY
- a.  I consent to the order requested.
- b.  I do not consent to the order requested, but I consent to the following order:

2.  CHILD VISITATION (PARENTING TIME)
- a.  I consent to the order requested.
- b.  I do not consent to the order requested, but I consent to the following order:

3.  CHILD SUPPORT
- a.  I consent to the order requested.
- b.  I consent to guideline support.
- c.  I do not consent to the order requested, but I consent to the following order:
- (1)  Guideline
- (2)  Other (*specify*):

4.  SPOUSAL OR PARTNER SUPPORT
- a.  I consent to the order requested.
- b.  I do not consent to the order requested.
- c.  I consent to the following order:

PETITIONER/PLAINTIFF:  RESPONDENT/DEFENDANT:  OTHER PARTY:	CASE NUMBER:
--	--------------

5.  ATTORNEY'S FEES AND COSTS
- a.  I consent to the order requested.
- b.  I do not consent to the order requested.
- c.  I consent to the following order:
- 
6.  PROPERTY RESTRAINT
- a.  I consent to the order requested.
- b.  I do not consent to the order requested.
- c.  I consent to the following order:
- 
7.  PROPERTY CONTROL
- a.  I consent to the order requested.
- b.  I do not consent to the order requested.
- c.  I consent to the following order:
- 
8.  OTHER RELIEF
- a.  I consent to the order requested.
- b.  I do not consent to the order requested.
- c.  I consent to the following order:
- 
9.  SUPPORTING INFORMATION
- Contained in the attached declaration. (You may use *Attached Declaration* (form MC-031) for this purpose).

**NOTE:** To respond to domestic violence restraining orders requested in the *Request for Order (Domestic Violence Prevention)* (form DV-100), you must use the *Answer to Temporary Restraining Order (Domestic Violence Prevention)* (form DV-120).

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 DECLARANT)

IN THE MATTER OF: _____ CASE NUMBER: _____	<b>FOR COURT USE ONLY</b>
---	---------------------------

## FAMILY COURT SERVICES INTAKE QUESTIONNAIRE

- |  | YES  | NO   |
|--|--|--|
| <b>1. Previous Mediation</b><br>Have the parents previously participated in child custody mediation?   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>2. Interpreters Required</b><br>Is either parent non-English speaking or limited in speaking English?   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>3. Parent Change of Residence</b><br>Has either parent recently moved or is planning to move out of the United States, State of California, or County of Ventura?   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>4. Domestic Violence Concerns*</b><br>(a) Is there a Restraining or Protective order against either parent?<br>(b) Have there been any allegations of violence, abuse, or stalking committed by either parent against the other or the child? | <input type="checkbox"/><br><br><input type="checkbox"/> | <input type="checkbox"/><br><br><input type="checkbox"/> |
| <b>5. Children or Adult Protective Services Involvement</b><br>Has either parent been contacted by a Children's or Adult Services Agency concerning an abuse/neglect investigation?  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>6. Child Custody Evaluation</b><br>Have the parents participated or been ordered to participate in a child custody evaluation? When?: _____   | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |
| <b>7. Party in Jail or Prison</b><br>Identify any parent who is expected to be in jail or prison at the time of the Mediation:<br><br>_____<br>Name of parent incarcerated                      Facility   |  |  |
| <b>8. Dependency Petitions</b><br>Have any dependency petitions been filed in Juvenile Court related to the parties children?  | <input type="checkbox"/>                                 | <input type="checkbox"/>                                 |

\_\_\_\_\_  
Signature of Petitioner or Attorney for Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Respondent or Attorney for Respondent

\_\_\_\_\_  
Date

\*Family Code Section 3181(b) states; "If any party alleging domestic violence in a written declaration under penalty of perjury or a party protected by a protective order so requests, the mediator will meet with the parties separately and at separate times."

**THIS FORM TO REMAIN CONFIDENTIAL (Family Code §3177)**





ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):    TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/CLAIMANT:	
<b>INCOME AND EXPENSE DECLARATION</b>	CASE NUMBER:

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

Attach copies of your pay stubs for last two months (black out social security numbers).

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

(If you have more than one job, attach an 8½-by-11-inch sheet of paper and list the same information as above for your other jobs. Write "Question 1—Other Jobs" at the top.)

2. **Age and education**

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

3. **Tax information**

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

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

(If you need more space to answer any questions on this form, attach an 8½-by-11-inch sheet of paper and write the question number before your answer.) Number of pages attached: \_\_\_\_\_

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

Date:

\_\_\_\_\_ (TYPE OR PRINT NAME) ▶ \_\_\_\_\_ (SIGNATURE OF DECLARANT)

PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/CLAIMANT: _____	CASE NUMBER: _____
---	-----------------------

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

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

	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 . . . . .	\$ _____	_____
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 BAQ, royalty payments, etc.) (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** . . . . . Last month

a. Required union dues . . . . .	\$ _____	_____
b. Required retirement payments (not social security, FICA, 401(k), or IRA) . . . . .	\$ _____	_____
c. Medical, hospital, dental, and other health insurance premiums (total monthly amount) . . . . .	\$ _____	_____
d. Child support that I pay for children from other relationships . . . . .	\$ _____	_____
e. Spousal support that I pay by court order from a different marriage . . . . .	\$ _____	_____
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** . . . . . Total

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) . . . . .	\$ _____	_____

PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/CLAIMANT: _____	CASE NUMBER: _____
---	-----------------------

**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

- |   |  |
|---|--|
| <p>a. Home:</p> <p>(1) <input type="checkbox"/> Rent or <input type="checkbox"/> mortgage... \$ _____</p> <p style="padding-left: 20px;">If mortgage:</p> <p style="padding-left: 40px;">(a) average principal: \$ _____</p> <p style="padding-left: 40px;">(b) average interest: \$ _____</p> <p>(2) Real property taxes . . . . . \$ _____</p> <p>(3) Homeowner's or renter's insurance (if not included above) . . . . . \$ _____</p> <p>(4) Maintenance and repair . . . . . \$ _____</p> <p>b. Health-care costs not paid by insurance. . . \$ _____</p> <p>c. Child care . . . . . \$ _____</p> <p>d. Groceries and household supplies. . . . . \$ _____</p> <p>e. Eating out. . . . . \$ _____</p> <p>f. Utilities (gas, electric, water, trash) . . . . . \$ _____</p> <p>g. Telephone, cell phone, and e-mail . . . . . \$ _____</p> | <p>h. Laundry and cleaning . . . . . \$ _____</p> <p>i. Clothes . . . . . \$ _____</p> <p>j. Education . . . . . \$ _____</p> <p>k. Entertainment, gifts, and vacation. . . . . \$ _____</p> <p>l. Auto expenses and transportation (insurance, gas, repairs, bus, etc.) . . . . . \$ _____</p> <p>m. Insurance (life, accident, etc.; do not include auto, home, or health insurance). . . \$ _____</p> <p>n. Savings and investments. . . . . \$ _____</p> <p>o. Charitable contributions. . . . . \$ _____</p> <p>p. Monthly payments listed in item 14 (itemize below in 14 and insert total here). . \$ _____</p> <p>q. Other (specify): . . . . . \$ _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>r. <b>TOTAL EXPENSES</b> (a-q) (do not add in the amounts in a(1)(a) and (b)) \$ _____</p> </div> <p>s. <b>Amount of expenses paid by others</b> \$ _____</p> |
|---|--|

**14. Installment payments and debts not listed above**

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

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

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

I confirm this fee arrangement.

Date:

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

▶

\_\_\_\_\_  
(SIGNATURE OF ATTORNEY)

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/CLAIMANT:	CASE NUMBER:
--	--------------

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

**16. Number of children**

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

**17. Children's health-care expenses**

- a.  I do  I do not have health insurance available to me for the children through my job.
- b. Name of insurance company: \_\_\_\_\_
- c. Address of insurance company: \_\_\_\_\_
  
- d. The monthly cost for the **children's** health insurance is or would be *(specify)*: \$ \_\_\_\_\_  
*(Do not include the amount your employer pays.)*

**18. Additional expenses for the children in this case**

Amount per month

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

Your name and address or attorney's name and address:	TELEPHONE NO.:	<i>FOR COURT USE ONLY</i>
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:		
<b>FINANCIAL STATEMENT (SIMPLIFIED)</b>		CASE NUMBER:

**NOTICE: Read page 2 to find out if you qualify to use this form and how to use it.**

1. a.  My only source of income is TANF, SSI, or GA/GR.
- b.  I have applied for TANF, SSI, or GA/GR.
2. I am the parent of the following number of natural or adopted children from this relationship \_\_\_\_\_
3. a. The children from this relationship are with me this amount of time \_\_\_\_\_ %
- b. The children from this relationship are with the other parent this amount of time \_\_\_\_\_ %
- c. Our arrangement for custody and visitation is *(specify, using extra sheet if necessary)*:
4. My tax filing status is:  single  married filing jointly  head of household  married filing separately.
5. My current gross income (*before taxes*) per month is \_\_\_\_\_ \$
- This income comes from the following:
- Attach 1**  Salary/wages: Amount before taxes per month \_\_\_\_\_ \$
- copy of pay**  Retirement: Amount before taxes per month \_\_\_\_\_ \$
- stubs for**  Unemployment compensation: Amount per month \_\_\_\_\_ \$
- last 2**  Workers' compensation: Amount per month \_\_\_\_\_ \$
- months here**  Social security:  SSI  Other Amount per month \_\_\_\_\_ \$
- (cross out**  Disability: Amount per month \_\_\_\_\_ \$
- social**  Interest income ( from bank accounts or other): Amount per month \_\_\_\_\_ \$
- security** \_\_\_\_\_ \$
- numbers)** \_\_\_\_\_ \$
- I have no income other than as stated in this paragraph.
6. I pay the following monthly expenses for the children in this case:
  - a.  Day care or preschool to allow me to work or go to school \_\_\_\_\_ \$
  - b.  Health care not paid for by insurance \_\_\_\_\_ \$
  - c.  School, education, tuition, or other special needs of the child \_\_\_\_\_ \$
  - d.  Travel expenses for visitation \_\_\_\_\_ \$
7.  There are (*specify number*) \_\_\_\_\_ other minor children of mine living with me. Their monthly expenses that I pay are \_\_\_\_\_ \$
8. I spend the following average monthly amounts (*please attach proof*):
  - a.  Job-related expenses that are not paid by my employer (*specify reasons for expenses on separate sheet*) \_\_\_\_\_ \$
  - b.  Required union dues \_\_\_\_\_ \$
  - c.  Required retirement payments (not social security, FICA, 401k or IRA) \_\_\_\_\_ \$
  - d.  Health insurance costs \_\_\_\_\_ \$
  - e.  Child support I am paying for other minor children of mine who are not living with me \_\_\_\_\_ \$
  - f.  Spousal support I am paying because of a court order for another relationship \_\_\_\_\_ \$
  - g.  Monthly housing costs:  rent or  mortgage \_\_\_\_\_ \$
  - If mortgage: interest payments \$ \_\_\_\_\_ real property taxes \$ \_\_\_\_\_
9. Information concerning  my current employment  my most recent employment:
 

Employer:  
Address:  
Telephone number:  
My occupation:  
Date work started:  
Date work stopped (*if applicable*): \_\_\_\_\_ What was your gross income (*before taxes*) before work stopped?: \_\_\_\_\_

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	CASE NUMBER:
---	--------------

10. My estimate of the other party's gross monthly income (*before taxes*) is ..... \$ \_\_\_\_\_
11. My current spouse's monthly income (*before taxes*) is ..... \$ \_\_\_\_\_
12. Other information I want the court to know concerning child support in my case (*attach extra sheet with the information*).
13.  I am attaching a copy of page 3 of form FL-150, *Income and Expense Declaration* showing my expenses.

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) <input type="checkbox"/> PETITIONER/PLAINTIFF <input type="checkbox"/> RESPONDENT/DEFENDANT
-------------------------------	--	--

### INSTRUCTIONS

**Step 1: Are you eligible to use this form?** *If your answer is YES to any of the following questions, you may NOT use this form:*

- Are you asking for spousal support (alimony) or a change in spousal support?
- Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- Are you asking the other party to pay your attorney fees?
- Is the other party asking you to pay his or her attorney fees?
- Do you receive money (income) from any source other than the following?
  - Welfare (such as TANF, GR, or GA)
  - Interest
  - Salary or wages
  - Workers' compensation
  - Disability
  - Social security
  - Unemployment
  - Retirement
- Are you self-employed?

If you are eligible to use this form and choose to do so, you do not need to complete the *Income and Expense Declaration* (form FL-150). Even if you are eligible to use this form, you may choose instead to use the *Income and Expense Declaration* (form FL-150).

**Step 2: Make 2 copies of each of your pay stubs for the last two months.** If you received money from other than wages or salary, include copies of the pay stub received with that money.

Privacy notice: If you wish, you may cross out your social security number if it appears on the pay stub, other payment notice or your tax return

**Step 3: Make 2 copies of your most recent federal income tax form.**

**Step 4: Complete this form with the required information.** Type the form if possible or complete it neatly and clearly in black ink. If you need additional room, please use plain or lined paper, 8½-by-11", and staple to this form.

**Step 5: Make 2 copies of each side of this completed form and any attached pages.**

**Step 6: Serve a copy on the other party.** Have someone other than yourself mail to the attorney for the other party, the other party, and the local child support agency, if they are handling the case, 1 copy of this form, 1 copy of each of your stubs for the last two months, and 1 copy of your most recent federal income tax return.

**Step 7: File the original with the court.** Staple this form with 1 copy of each of your pay stubs for the last two months. Take this document and give it to the clerk of the court. Check with your local court about how to submit your return.

**Step 8: Keep the remaining copies of the documents for your file.**

**Step 9: Take the copy of your latest federal income tax return to the court hearing.**

**It is very important that you attend the hearings scheduled for this case. If you do not attend a hearing, the court may make an order without considering the information you want the court to consider.**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
SHORT TITLE OF CASE:		
<b>PROOF OF SERVICE</b>		CASE NUMBER:

1. At the time of service, I was at least 18 years of age and not a party to this action.
2. I served the following documents:

- Summons
- Petition
- Response
- Complaint
- Answer
- UCCJEA Declaration
- Notice of Motion
- Request for Order
- Temporary Restraining Order
- Mediation/Orientation Appointment Fact Sheet

- Responsive Declaration to Request for Order
- Income & Expense Declaration
- Order After Hearing
- Blank Response
- Blank Answer
- Blank Responsive Declaration
- Blank Income and Expense Declaration
- OTHER \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Party served:

4. Address:

5. Method of service:

**Personal service:** By personal delivery to the person identified in paragraph 3.  
 Date of Service:  
 Time of Service:

**By Mail:** By mailing copies to the person identified in paragraph 3, with postage fully prepaid, by first class mail as follows:

Date of Mailing:

Place of Deposit:

- With two copies of the Notice and Acknowledgment of Receipt and stamped return envelope addressed to me. (Attach signed Notice & Acknowledgment of Receipt)
- To an address outside of California with return receipt requested (Attach Returned Receipt)

**PROOF OF SERVICE**

6. Person Serving (name, address and telephone number):

7. Person serving, additional information

- Fee for service
- Not a registered California process server.
- Exempt from registration under B & P section 22350(b)
- Registered California process server:
  - Employee or independent contractor
  - Registration Number: \_\_\_\_\_
  - County of Registration: \_\_\_\_\_

**I declare under the penalty of perjury and pursuant to the laws of the State of California that the foregoing is true and correct. Executed on \_\_\_\_\_ at \_\_\_\_\_.**

\_\_\_\_\_  
Signature of Declarant

**I am a California sheriff, marshal or constable, and I certify that the foregoing is true and correct. Executed on \_\_\_\_\_ at \_\_\_\_\_.**

\_\_\_\_\_  
Signature