

\$3.00
(If purchased at window)

Request for Order (How to Get a Court Date)

These are the forms you will need. You can find them at www.courts.ca.gov/forms.

Request for Order (FL-300)

*Income and Expense Declaration (FL-150)

Proof of Personal Service (FL-330)

STEP 1: Fill Out the Forms

Request for Order (FL-300): Fill out the caption section with your name, address, phone number, case information and case number. On page 1, mark the boxes next to the type of orders you want the Judge to make (Child Custody, Child Support, etc.) If there is no box for the type of orders you are requesting, check the box for “Other” and write what you are requesting (for example, change of venue, medical reimbursement, determine arrears, etc.). On pages 2, 3 and 4, this is where you explain WHAT orders you want. You only need to fill in the parts of this form that apply to what you are REQUESTING. Make sure to fill in the questions that ask why you are asking the court to make/change the orders and/or why the change is best for the child(ren). Skip any sections that do not apply. At the bottom of page 4, question 10 (“Facts to Support”), this is where you can further explain why you are asking for the orders you are requesting. This is your statement to the Judge explaining the situation. This is an important section, so do NOT leave it blank. You can attach additional page(s) if you need more room.

*Income and Expense Declaration (FL-150): You only need to fill this form out if you are asking the Judge to make orders for CHILD SUPPORT, SPOUSAL SUPPORT or ATTORNEYS FEES. If you are not asking for support or attorney’s fees, do not complete or file this form.

STEP 2: File the Forms

Make 2 copies of each of the forms**. Paperclip each of the originals and two-hole punch at the top. Staple the copies as well. Group the original plus copies of the same documents together for filing. Get a number ticket for “Family Law” at the kiosk on the 1st floor of the Courthouse. File the paperwork with the clerk when your number is called. The filing fee is \$60.00, unless your Request for Order is for modification of existing child custody or visitation orders, the filing fee is \$85. The Court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may submit the forms to request a fee waiver. The clerk will schedule you for a hearing and will write the date on the forms.

***If you are filing for custody/visitation orders, make 1 additional copy (original + 3 copies).*

***If you are filing for child support and the Department of Child Support Services is involved, make 1 additional copy (original + 3 copies)*

STEP 3: Serve a Copy to the Other Party

You must have a copy of your forms personally served on the other party, along with a blank Responsive Declaration (FL-320). If your Request for Order is for support, you must also serve a blank Income and Expense Declaration (FL-150). Anyone other than you, over 18, can serve the papers on the other party. The forms must be served at least **sixteen court days** before your hearing date. Weekends and court holidays do not count as court days.

STEP 4: File the Proof of Service

The person who serves the papers needs to fill out a Proof of Personal Service (FL-330). Make 2 copies of the Proof of Service and get a number for “Family Law” at the kiosk on the 1st floor of the Courthouse to file the form. **Do not forget to attend your hearing!**