



Do You Want to Ask the Judge to Make Court Orders in Your Family Case? (Request for Order)

\$5.00

What is this for?	This packet contains the forms to ask for a court hearing about family law issues such as custody/parenting time (visitation), child support, spousal support, property, and other miscellaneous issues.
Step 1: Fill out the forms	<p>Request for Order (FL-300)</p> <p>Also add this form if you are asking for child support, spousal support, or an attorney fees order:</p> <p>Income and Expense Declaration (FL-150)</p> <p>See page two of these instructions for definitions, important things to know and information on additional forms.</p>
Step 2: Make copies	<p>Make 2 copies of the forms, unless you are filing for child support <i>and</i> the <u>Department of Child Support Services</u> (DCSS) is involved; then make 3 copies.</p> <p>Paperclip and two-hole punch the <u>originals</u> at the top. The copies may be stapled. Group the original plus copies of the same documents together for filing.</p>
Step 3: File the forms	<p>Get a number ticket for “Family Law” at the kiosk on the 1st floor of the courthouse. File the forms with the clerk when your number is called. The court will file-stamp all your forms and give you back the 2 (or 3) copies. You will keep a filed copy for your records and have the other copy served on the other party.</p>
Filing fee	<p>There is a \$60.00 fee to file the Request for Order with the Court, unless you are asking for a change in a custody/parenting time order, which is \$85. The court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms:</p> <p>Request to Waive Court Fees (FW-001) Order on Court Fee Waiver (FW-003)</p>



Step 4: Serve the other party	<p>You must have a copy of your forms handed (“personally served”) to the other party in person, along with a blank Responsive Declaration to Request for Order (FL-320). If your Request for Order is for support or attorney fees, you must also serve a blank Income and Expense Declaration (FL-150).</p> <p>Someone 18 or older must serve the forms for you. You cannot serve the forms yourself. The person who serves the forms to the other party must <i>completely</i> fill out a Proof of Personal Service (FL-330) and give it to you to file.</p>
Step 5: Serve DCSS (if required)	<p>If your Request for Order is about child support and the Department of Child Support Services (DCSS) is involved in your case you must have a copy of your forms served on them at: 1000 Sunset Blvd Suite #200 Rocklin, CA 95765</p> <p>Someone 18 or older must serve the forms for you. You cannot serve the forms yourself. The person who serves the forms must <i>completely</i> fill out a Proof of Personal Service (FL-330) and give it to you to file.</p>
Deadline for Serving	<p>The forms must be served at least sixteen court days before the hearing date. Weekends and court holidays do not count as court days.</p>
Step 6: File the Proof(s) of Service	<p>Make 1 copy of the Proof(s) of Service and get a number ticket for “Family Law” at the kiosk on the 1st floor of the courthouse to file the original and copy. Keep the filed copy for your records.</p>
Next Steps:	<p>Come to your court hearing prepared to tell the Judge why they should make the court orders you’ve asked for in your legal forms. Know that you can only ask the Judge to make orders or use information you included in your filing.</p>

Definitions and Important Things to Know

- Legal Custody: The parent(s) who makes decisions regarding the health, education and general welfare and well-being of the child(ren).
- Physical custody: The parent(s) with whom the child(ren) live or spend considerable time.
- Parenting Time (Visitation): The schedule of time that the child(ren) spend time with each parent.



- **Child Support:** Generally calculated based on parenting time and the incomes of each parent. The court has the ability to award child support until the child marries, dies, is emancipated, reaches age 19, or reaches age 18 and is not a full-time high school student, whichever occurs first.
- **Spousal Support:** Money paid to a (ex-)spouse to help them become self-supporting in the future. This is separate from child support. For more information, see [California Family Code section 4320](#).

Additional Forms

You may need to file other forms with your Request for Order. There are specific attachments for custody, spousal support and payment history, for example. If you have questions, please make an appointment with the Self-Help Center.

Where can I get the forms?

1. **For an app that helps you fill out the forms to start a case, go to caguideandfile.com**
 - Click “Start Your Legal Process”, then
 - Click “Request For Order”
 - Answer the questions, save your work, and at the end you can print out the forms.
2. The blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms
3. You can get the form packets through the court’s **Self-Help Center** or buy them at the **Court Clerk’s counter**.

Where can I get help or more information?

- You can hire a private attorney for a free or low-cost consultation.
- If you do not have an attorney, you can get help from the court’s Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at www.placer.courts.ca.gov and search for **online appointments**.
- Visit www.courts.ca.gov
 - Click “Self-Help” on the tabs and select “Families & Children” or “Divorce or Separation” in the dropdown menu
- Read:
 - [Information Sheet for Request for Order](#) (FL-300-INFO)
 - [Information Sheet for Proof of Personal Service](#) (FL-330-INFO)