



## Start a Parental Relationship Case

\$5.00

<b>What is this for?</b>	<p>This packet contains the forms an unmarried parent needs to open a court case to decide who their child's legal parents are ("parentage" or "paternity") and make child custody, parenting time (visitation) and child support orders. The court has to make a decision about who a child's parents are before making court orders about the child.</p>
<b>Step 1: Fill out the forms</b>	<p><a href="#">Petition To Determine Parental Relationship</a> (FL-200) <a href="#">Summons</a> (FL-210) <a href="#">Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act</a> (FL-105)</p>
<b>Step 2: Make copies</b>	<p>Take each form and make 2 copies. Paperclip and two-hole punch the <u>original</u> at the top. Do not staple the original. The copies may be stapled. Put the copies right behind each original.</p>
<b>Step 3: File the forms</b>  <b>Filing fee</b>	<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 copies. You will keep a filed copy for your records and have the other copy served on the other parent.</p> <p>There is a \$435.00 fee to file the case with the court. 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><a href="#">Request to Waive Court Fees</a> (FW-001) <a href="#">Order on Court Fee Waiver</a> (FW-003)</p>
<b>Step 4: Serve the other parent</b>	<p>You must have a copy of your forms handed ("personally served") to the other parent along with a blank <a href="#">Response to Petition to Determine Parental Relationship</a> (FL-220) and a blank Declaration Under UCCJEA (FL-105).</p> <p>Someone 18 or older must serve the forms for you. You cannot serve the forms yourself.</p> <p>The person who serves the forms on the other parent must fill out a <a href="#">Proof of Service of Summons</a> (FL-115).</p>



	Make sure that the DATE and TIME and ADDRESS where the Respondent was served and all other sections of the form are filled in completely and clearly.
<b>Step 5: File the Proof of Service</b>	Make 1 copy of the Proof of Service of Summons (FL-115) and get a number ticket for "Family Law" at the kiosk on the 1 <sup>st</sup> floor of the courthouse to file the form. Keep the filed copy for your records.
<b>Next steps:</b>	<p>If you and the other parent <u>disagree</u> about issues like custody, parenting time, child support, you may file a Request for Order (FL-300) form to get a court hearing.</p> <p>If you and the other parent <u>agree</u> with each other, set up an appointment with the Self-Help Center for assistance writing up an agreement that can be submitted to the Judge.</p> <p>The court will set court dates for you at 6, 12, and 18 months for a Family Court Case Resolution (FCCR) conference. They are set as reminder dates that you need to finish your case by getting a parentage judgment. This is a court order that says who a child's legal parents are. You don't have to wait for those court dates to get your judgment, though. See below to set up an appointment to finish your case.</p>

## Important Things to Know

### Definitions

- 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.

### What if the other parent is in the armed forces?

If the other parent is on active duty in the United States armed forces, please make an appointment with a private attorney or the Self-Help Center to talk about your options.



### 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](http://caguideandfile.com)**
  - Click “Start Your Legal Process”, then
  - Click “Petition to Establish Parentage or Custody and Support”
  - 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](http://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 and 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](http://www.placer.courts.ca.gov) and search for **online appointments**.
- For only parentage and child support issues (not custody or parenting time) you can open a case with the Department of Child Support Services (<https://childsupport.ca.gov/apply-for-child-support/>) where they will open a court case, establish child support orders, and collect child support for you.
- Visit [www.courts.ca.gov](http://www.courts.ca.gov)
  - Click “Self-Help” on the tabs and select “Families & Children” in the dropdown menu