



Start a Parental Relationship Case

What is this for?	<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>
Step 1: Fill out the forms	<p>Petition To Determine Parental Relationship (FL-200) Summons (FL-210) Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (FL-105)</p>
Step 2: Make copies	<p>Take each form and make 2 copies. Do not staple the original. The copies may be stapled. Put the copies right behind each original.</p> <p>Note: If you file electronically, copies are not required (see Step 3).</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. If you are filing at the Historic Courthouse in Auburn or the Tahoe Courthouse, you do not need to get a ticket. 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>
eFiling	<p>Alternatively, the Court has the option to file electronically through its eFile Service. For filing and more information, please visit placer.courts.ca.gov and select "eFiling" under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for eFiling paid to the third-party vendor and cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.</p>
Filing fee	<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>Request to Waive Court Fees (FW-001) Order on Court Fee Waiver (FW-003)</p>



Step 4: Serve the other parent	<p>You must have a copy of your forms handed (“personally served”) to the other parent along with a blank Response to Petition to Determine Parental Relationship (FL-220) and a blank Declaration Under UCCJEA (FL-105). Copies from eFiling may be printed from your eFiling account.</p> <p>Someone 18 or older must serve the forms for you. You cannot serve the forms yourself. The person who serves the forms on the other parent must <i>completely</i> fill out a Proof of Service of Summons (FL-115).</p>
Step 5: File the Proof of Service	<p>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 1st floor of the Roseville Courthouse to file the form. If you are filing at the Historic Courthouse in Auburn or the Tahoe Courthouse, you do not need to get a ticket. Keep the filed copy for your records.</p>
Next steps:	<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.

Are you a veteran of the armed forces?

Parties who have qualifying service in the United States' Armed Forces may self-identify their veteran status using [Notification of Military Status](#) (MIL-100). By doing so, the court will provide the veteran with a list of local veteran resources and the court will forward a copy of the form to the Department of Veteran Affairs who will then contact the veteran. For more information, see [Fam. Code sec. 211.5](#).

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).

Where can I get the forms?

1. **For an app that helps you fill out the forms to start a case, go to guideandfile.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.
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. Schedule a telephone or video appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- 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
 - Click "Self-Help" on the tabs and select "Families & Children" in the dropdown menu