



Requesting to Join Into a Case (Joinder)

What is this for?	<p>This packet contains the forms a non-party would use to request to join into an existing Family Law case. If granted, you may be able to request orders in a case as well as make arguments during hearings. You may also be able to access the case file for review and attend mediation appointments.</p>
Step 1: Fill out the forms	<p>Notice of Motion and Declaration for Joinder (FL-371) with attached:</p> <ul style="list-style-type: none">• Proposed Petition for Joinder (PL-FL036)• Proposed Summons for Joinder (FL-375)
Step 2: Make copies	<p>Take the forms and make 3 copies. Do not staple the original. The copies may be stapled. Put the copies right behind the 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 3 copies. You will keep a filed copy for your records and have the other copy served on the parents.</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.</p>
Filing fee	<p>There is a \$60.00 fee to file the motion 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 parties	<p>You must have a copy of your forms handed (“personally served”) to the other parties already in the case along with a blank Responsive Declaration to Motion for Joinder (FL-373). 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 to the other parties must <i>completely</i> fill out a Proof of Personal Service (FL-330) and give it to you to file.</p>
Step 5: File the Proof of Service	<p>Make 1 copy of the Proof of Personal Service (FL-330) 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>
Step 6: Attend Hearing	<p>It is important that you attend the hearing scheduled for your motion. At the conclusion of the hearing, the judicial officer will either grant or deny your motion for joinder.</p>
Step 7: File Petition and Summons	<p>If the motion is granted, you will be permitted to file the Petition for Joinder (PL-FLxxx) and Summons for Joinder (FL-375) at the filing windows. See Step 3 for filing instructions including eFiling. The Fee for filing the Petition for Joinder and the Summons for Joinder is \$435</p>
Step 8: Serve Petition and Summons	<p>Again, someone 18 or older (not yourself) must serve the forms for you. The person who serves the forms to the other parties must <i>completely</i> fill out a Proof of Personal Service (FL-330) and give it to you to file. (See Step 5 for instructions on filing the Proof of Service (FL-330)).</p>
What Happens Next?	<p>You may now file papers such as a Request for Order (FL-300), review the court file and attend hearings and mediation appointments in the case. As a new and separate party to the case, you must follow, and are entitled to, all notice requirements and rules as the original parties.</p>

Important Things to Know

For information on filing a Request for Order (FL-300) for custody, visitation, and other orders, please view the cover sheet for the Request for Order process which may be purchased from the filing clerks, provided by the Self-Help Center staff, or found online on the Self-Help Center’s webpage: <http://www.placer.courts.ca.gov/self-help-lhc.shtml>.



Definitions

- **Legal Custody:** The parent(s) or other persons who makes decisions regarding the health, education and general welfare and well-being of the child(ren).
- **Physical custody:** The parent(s) or other persons 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 or other persons.

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](#).

Where can I get the forms?

1. The blank forms listed Step 1 can be found **online** at www.courts.ca.gov/forms. The Local Form (Placer County) can be found at <http://www.placer.courts.ca.gov/forms-filing-forms.shtml>.
2. You can get the form packets through the court's **Self-Help Center** or buy them at the **Court Clerk's counter**.

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 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, video, or in-person appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Families & Children" in the dropdown menu.