## MADERA COUNTY SUPERIOR COURT STATE OF CALIFORNIA

#### Request for Order Packet Instructions

- 1. Inside this Request for Order packet you will find the first couple of pages are sample documents that will teach you how to fill out the actual forms. Once you have read the sample forms, carefully begin to fill out the actual forms to the best of your ability. Make sure you answer every question that applies to your case (situation). They can be typed or printed neatly in black ink. If this is your first time filing documents (along with the Summons and Petition) you will be the Petitioner. If you have an existing case, locate old documents for your case and follow the information as to who is listed on those forms ex: if you are listed as the Respondent then you will remain as the Respondent. The Petitioner and Respondent never change; the Petitioner is the person who started the case in the beginning and will remain as the petitioner.
- 2. Once you have filled out all the forms in this packet following the sample forms or using one of your old forms you will need to follow the next set of instructions beginning with number 3. You will have 2 Mediation Intake Forms they must also be filled out one by you and the other one to be served on the other party.
- 3. Make<u>1</u> copy of the Request to Waive Court Fees and Order on the Court Fee Waiver. Make <u>2</u> copies of all other forms. When making your copies each original form should be stapled (if more than one page), and placed on the top with the copies of each original behind it paper clipped.
- 4. Once you are done with making your copies you will file all of your forms at the Civil Division located inside Madera Superior Court (the division you purchased this packet from). You will have to leave the Request for Order as the judge must sign the order and the clerk must obtain a hearing date for you. The clerk will call you when it is ready for you to pick-up (if you do not hear from the court within 5 working days call to check at (559) 416-5525). Once you pick up your documents please follow #5 for further instructions.
- 5. Have someone over the age of eighteen, other than you; serve the other party/parent by personal service. They will serve a copy of the Request for Order along with a blank response packet. You can purchase a copy of the blank response packet at the Civil Division. You will then have the person who served the other party, fill out their portion of the Proof of Service. You need to make sure they answer numbers 2, 3, 4, 5, 6, 7 or 8, print their name, sign and date the Proof of Service so the Court is aware you did have someone over the age of 18 other than you personally serve the other party.
- 6. As soon as the paperwork has been served, make 1 copy of your Proof of Service and take it to the Civil Division and file the form. If the Request for Order (RFO) has custody and/or visitation as an issue, you may be ordered on the paperwork to go to Family Court Services (FCS) to schedule an orientation and mediation appointment. The address for FCS will be included if you are ordered to go on the paperwork. Please read your paperwork. If the address for FCS is included on your RFO, both parties must make and keep an appointment with FCS located at 200 South G Street, Madera CA 93637 once the RFO has been served. If your paperwork does not order you to go to FCS the court may still order this when you go before the judge on your court date. You will need to make sure you appear for your court date listed on the Request for Order so the court may address your issues you filed before the court.
- 7. For more information you can go online @ www.courts.ca.gov/selfhelp or http://www.icandocs.org/ca

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# EXAMPLE **FORMS EXPLAINING** HOW TO FILL OUT THE ACTUAL **FORMS**

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PARTY WITHOUT ATTORNEY OR ATTORNEY	STATE BAR NUMBER:	FOR COURT USE ONLY
NAME: Print or type your name here FIRM NAME:		
STREET ADDRESS: Print or type your address or ma	iling address here STATE: ZIP CODE:	
TELEPHONE NO.: E-MAIL ADDRESS:	FAX NO.:	The control of the property of the beginning of the beginning the control of the beginning of the beginning the be
ATTORNEY FOR (name): In Pro Per SUPERIOR COURT OF CALIFORNIA, COUNTY OF	Madora	
STREET ADDRESS: 200 South G Street	가로 하는 것 같아야 보니 있는 것들이 사용하는 것 같아 된 것 같아. 	Complete Com
MAILING ADDRESS: Same CITY AND ZIP CODE: Madera CA 93637		
BRANCH NAME: Civil Division		
PETITIONER: Print or type the F RESPONDENT: Print or type the F	Petitioner's name here	
OTHER PARENT/PARTY:	respondent's name here	
REQUEST FOR ORDER CHANGE	TEMPORARY EMERGENCY ORDERS	CASE NUMBER:
Child Custody Visitation (Pare		Print or type your case # here
Child Support Domestic Viole Property Control Other (specify)		
	NOTICE OF HEADING	
	NOTICE OF HEARING	
1. TO (name(s)): Print or type the name of the	the state of the s	With the second
Petitioner Res	pondent Other Parent/Party Other	(specify):
2. A COURT HEARING WILL BE HELD AS F	FOLLOWS:	
a. Date:	Time: Dept.:	Room.:
b. Address of court same as noted	above other (specify):	
3. WARNING to the person served with the	Request for Order: The court may make the reque	ested orders without you if you do
not file a Responsive Declaration to Reques	st for Order (form FL-320), serve a copy on the othe dered a shorter period of time), and appear at the he	r parties at least nine court days earing. (See form FL-320-INFO for
more information.)	발표 전 경기 등 기계 등 경기 기계	
(Forms <u>FL-300-INFO</u> a	and <u>DV-400-INFO</u> provide information about completing thi	s torm.)
It is ordered that:	COURT ORDER (FOR COURT USE ONLY)	Sang Melanda Salpethanif depart
the state of the s	il the hearing is shortened. Service must be on or	
	t for Order (form FL-320) must be served on or before	
6. The parties must attend an appointment (specify date, time, and location):	ent for child custody mediation or child custody recor	
	The first of the second of	
7. The orders in <i>Temporary Emergency</i> served with all documents filed with the	(Ex Parte) Orders (form FL-305) apply to this procedus Request for Order.	eding and must be personally
8. Other (specify):		
्रा क्षेत्रकारकार है। विकास स्वाप्ता कि लग, क्षेत्र के बीक्षांत की कार्रक	अर्थ होते । स्थापन क्रमान होता होता होता होता होता है है जिसके होता है	
	રેનું કે માને જાણાવાની જે મહાર કાર્યાં કાર્યા છે. તેનું ભાગનું હતું કરાયા છે. આ દેવસાના સામે કાર્યા દેવસા પ્રેમાન પ્રાથમિક છે. પ્રાથમિક કાર્યા કરાયા કર્યા કાર્યા કાર્યા	
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Date:		JUDICIAL OFFICER Page 1 of 4

PETITIONER: Print or type the Petitioner's name here RESPONDENT: Print or type the Respondent's name here OTHER PARENT/PARTY:

CASE NUMBER:

Print or type your case # here

	REQUEST FOR ORDER
	Note: Place a mark X in front of the box that applies to your case or to your request. If you need more space, mark the box for "Attachment." For example, mark "Attachment 2a" to indicate that the list of children's names and birth dates continues on a paper attached to this form. Then, on a sheet of paper, list each attachment number followed by your request. At the top of the paper, write your name, case number, and "FL-300" as a title. (You may use <i>Attached Declaration</i> (form MC-031) for this purpose.)
1.	RESTRAINING ORDER INFORMATION One or more domestic violence restraining/protective orders are now in effect between (specify):  Petitioner Respondent Other Parent/Party (Attach a copy of the orders if you have one.) The orders are from the following court or courts (specify county and state):  a. Criminal: County/state (specify): Case No. (if known):
	b. Family: County/state (specify):  c. Juvenile: County/state (specify):  d. Other: County/state (specify):  Case No. (if known):  Case No. (if known):
2.	CHILD CUSTODY  VISITATION (PARENTING TIME)  I request temporary emergency orders  a. I request that the court make orders about the following children (specify):
	Child's Name  Date of Birth  Legal Custody to (person who physical Custody to (person with whom child lives):  Date of Birth
And the second of the second o	b The orders I request for child custody visitation (parenting time) are:  (1) Specified in the attached forms:  Form FL-305 Form FL-311 Form FL-312 Form FL-341(C)  Form FL-341(D) Form FL-341(E) Other (specify):
	(2) As follows (specify):  Attachment 2b.
	C. The orders that I request are in the best interest of the children because (specify):  Attachment 2c.
	A CONTRACTOR OF THE SECOND SEC
	d This is a change from the current order for child custody visitation (parenting time).  (1) The order for legal or physical custody was filed on (date): . The court ordered (specify):
	(2) The visitation (parenting time) order was filed on (date): . The court ordered (specify):
	Attachment 2d.  Assistance of the content of the co

ÖTHEF	PETITIONER: Print or ty RESPONDENT: Print or ty R PARENT/PARTY:	pe the Petitioner's name here pe the Respondent's name h	ere cas Pri	ENUMBER: nt or type your case # here
3.		ent may be issued. See Income I	Nithholding for Support (	form FL-195)
	a. I request that the court of Child's name and	base	uest support for each ched on the child support g	uideline. (if not by guideline)
				Attachment 3a.
		current court order for child suppo support as follows (specify):	ort filed on <i>(date):</i>	
	그 등을 취임한 환경을 받는 그 사람들이 가능할 수 있는 것이다. 그 1985년 1984년 - 1985년 - 1984년 1일 - 1984년 1일 - 1984년 1985년 - 1984년 - 1985년 - 1984년 1984년 1984년 1984년 1984년 1984년	- 1985년 전 1일 : 1985년 - 1985년 - 1985년 - 1985		
	c. I have completed and fill a current Financial State	ed with this Request for Order a coment (Simplified) (form FL-155)	current <i>Income and Expe</i> because I meet the requi	ense Declaration (form FL-150) or I filed rements to file form FL-155.
		or change the support orders bec	ause (specify):	Attachment 3d.
		apena oraș pa pa pelitra co Apena oraș pa pa pa la fantoj c		right. However explores as 177
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	<ul> <li>For which the problem with the problem with the problem with the problem.</li> </ul>			
4.	SPOUSAL OR DOMESTIC	PARTNER SUPPORT eent Order For Spousal or Partne	r Support (form El -435)	may he issued )
			r Support ( <u>IoIII i L-455</u> ) i	may be issued.)
	a. Amount requeste		the accurant accuracy and	The second
	b. I want the court to The court ordere		the current support order for support.	r filed on ( <i>date):</i>
	I have completed	modify (change) spousal or partr and attached Spousal or Partner e same factors covered in form F	Support Declaration Atta	a judgment. achment (form FL-157) or a declaration
		ed a current <i>Income and Expens</i> make, change, or end the suppo		
		yesseninge organ san vernetal Tomanar		a transfer of the adjust about the following of the follo
5.	PROPERTY CONTROL	on a company of the c		I request temporary emergency orders
- Limin	a. The petitioner [ control of the following p	respondent other pa	rent/partybe given exc	clusive temporary use, possession, and rent (specify):
	Downstand and the case			
			rent/party be ordered to	make the following payments on debts
		Academic Support Section 1	Amount: \$	Due date:
	Pay to:	For:	Amount: \$	Due date:
	Pay to:	For:	Amount: \$	Due date:
	Pay to:	For:	Amount: \$	Due date:
<u> OUNE</u>	aden de la presenta de la companión de la comp O esta en la defenit de la companión de la comp	rom the current order for property	control filed on (date)	را آن در الملات آن میداشد. که میشد به میشود است. به هم به به به این از در این از در این این از در این این در ا در دو در در این در این این در این این در
	는 사람들이 <mark>발표하다</mark> 고하는 이 그리고 있다면 하는 바람이다.	d the reasons why the court shou	엄마하는 이 이 등에 가는 사람들이 걸려면 생각하다.	roperty control orders.

OTHER	PETITIONER: Print or type the Petitioner's name here RESPONDENT: Print or type the Respondent's name here R PARENT/PARTY:	CASE NUMBER: Print or type your case # here
6.	ATTORNEY'S FEES AND COSTS I request attorney's fees and costs, which total (specify amount): \$ a. A current Income and Expense Declaration (form FL-150). b. A Request for Attorney's Fees and Costs Attachment (form FL-319) or a declaration.	. I filed the following to support my request: aration that addresses the factors covered
	c. A Supporting Declaration for Attorney's Fees and Costs Attachment (form FL factors covered in that form.	-158) or a declaration that addresses the
7.	] DOMESTIC VIOLENCE ORDER	
	<ul> <li>Do not use this form to ask for domestic violence restraining orders! Read for Temporary Restraining Order, for forms and information you need to ask for</li> <li>Read form DV-400-INFO, How to Change or End a Domestic Violence Restraining</li> </ul>	domestic violence restraining orders.
	a. The Restraining Order After Hearing (form DV-130) was filed on (date):	
	b. I request that the court change end _ the personal conduct, protective orders made in <i>Restraining Order After Hearing</i> (form DV-130). (If	stay-away, move-out orders, or other you want to change the orders, complete 7c.)
	c. I request that the court make the following changes to the restraining o	rders (specify): Attachment 7c.
	्र विकास स्थापन क्रिया में अन्य क्षित्र का अन्य क्षेत्र क्षेत्र क्षेत्र के क्षेत्र के क्षेत्र के क्षेत्र का क्	terangga): Attornetis i susakonin ng sa manana
	d. I want the court to change or end the orders because (specify):	Attachment 7d.
Transactions and in the securities of an international depolaristics.	The control of the co	
8	OTHER ORDERS REQUESTED (specify):	Attachment 8.
9.	] TIME FOR SERVICE / TIME UNTIL HEARING   I urgently need:	
	<ul> <li>a To serve the Request for Order no less than (number): court d</li> <li>b The hearing date and service of the the Request for Order to be sooned</li> </ul>	
	c. I need the order because (specify):	Attachment 9c.
	to the control of the control of the second	
10.	FACTS TO SUPPORT the orders I request are listed below. The facts that I writ cannot be longer than 10 pages, unless the court gives me permission. In this section you will need to explain to the court why you are making the requestill need to be specific and to the point.	Attachment 10.
	en en la lighte de la compaction de la	
	under penalty of perjury under the laws of the State of California that the informated correct.	ion provided in this form and all attachments
Date:	The state of the s	
<u> </u>	rint or type your name here (TYPE OR PRINT NAME)	the transfer that the transfer
A STATE OF THE STA	to the second se	(SIGNATURE OF APPLICANT)

Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to www.courts.ca.gov/forms for Request for Accommodations by Persons With Disabilities and Response (form MC-410). (Civ. Code, § 54.8.)

PETITIONER: Print or type the Petitioner's name here
RESPONDENT: Print or type the Respondent's name here
OTHER PARENT/PARTY:

#### CHILD CUSTODY AND VISITATION (PARENTING TIME) APPLICATION ATTACHMENT —This is not a court order x Request for Order Responsive Declaration to Request for Order TO Petition Response Other (specify): Custody. Custody of the minor children of the parties is requested as follows: Legal Custody to (person who decides Physical Custody to (person Child's Name Date of Birth about health, education, etc.) with whom the child lives) List your child(ren) in this section pertaining to this case. Visitation (Parenting Time). 2 Note: Unless specifically ordered, a child's holiday schedule order has priority over the regular parenting time. Reasonable right of parenting time (visitation) to the party without physical custody (not appropriate in cases involving domestic violence). See the attached \_\_\_\_\_-page document dated (specify date): b. The parties will go to child custody mediation or child custody recommending counseling at (specify date, time, and location): No visitation (parenting time). Visitation (parenting time). (Specify start and ending date and time. If applicable, check "start of" OR "after school.") Petitioner's Respondent's Other Parent's/Party's parenting time (visitation) will be as follows: (1) Weekends starting (date): (Note: The first weekend of the month is the first weekend with a Saturday.) 2nd 3rd 4th 5th weekend of the month start of school p.m./ if applicable, specify: after school start of school p.m./ if applicable, specify: a.m. after school (day of week) The parties will alternate the fifth weekends, with the petitioner other parent/party having the initial fifth weekend, which starts (date): petitioner respondent other parent/party will have the fifth weekend in odd even numbered months. Alternate weekends starting (date): start of school p.m./ if applicable, specify: a.m. I after school start of school p.m./ if applicable, specify: after school (day of week) Weekdays starting (date): start of school from a.m. p.m./ if applicable, specify: after school (time) start of school p.m./ if applicable, specify: a.m. after school (day of week) Other visitation (parenting time) days and restrictions are:

Page 1 of 2

as follows:

PETITIONER: Print or type the Petitioner's name here RESPONDENT: Print or type the Respondent's name here	CASE NUMBER:
OTHER PARENT/PARTY:	
3. Supervised visitation (parenting time).	
<ul> <li>a. If item 3 is checked, you must attach a declaration that shows why unswould be bad for your children. The judge is required to consider superalleging domestic violence and is protected by a restraining order.</li> </ul>	supervised visitation (parenting time) ervised visitation if one parent or party is
<ul> <li>The person who supervises the visitation (parenting time) must meet Supervised Visitation Provider (form FL-324) under Family Code § 32</li> </ul>	the requirements listed in <i>Declaration of</i> 200.5.
with the minor children according to the schedule set out on page 1.	nave supervised visitation (parenting time)
d. I request that the visitation (parenting time) be supervised by (name):	A displacement of the properties of surface of
	4 (a. 1948) 1944 (a.
who is a professional nonprofessional supervisor.  The supervisor's phone number is (specify):	
e. I request that any costs of supervision be paid as follows: petitioner:	percent; respondent: percent;
other parent/party: percent.	[] contact particularity is will have the fifth [ ]
4. Transportation for visitation (parenting time) and place of exchange.	
a. The children will be driven only by a licensed and insured driver. The car or	truck must have legal child restraint devices.
b. Transportation to begin the visits will be provided by (name):	
c. Transportation from the visits will be provided by (name):	
d. The exchange point at the beginning of the visit will be (address):	
e The exchange point at the end of the visit will be (address):	priestro reserv
f. During the exchanges, the party driving the children will wait in the ca	ar and the other party will wait in his or her and the home (or exchange location).
g. Other (specify):	
는 마음을 하는 생활이 없는 그는 것이 아무리를 하는 것이 되었다. 	는 사람들이 되었다. 그 전에 가장 이번 사람들이 되었다. 그런 그 것도 되었다. 
andre se de Maria de Carlos de Carlos de Maria de Carlos de Carlos de Carlos de Carlos de Carlos de Carlos de Carlos de Carlos de C	
5. Travel with children. The petitioner respondent other must have written permission from the other parent or party, or a court order, to	er parent/party o take the children out of the following places:
a. the state of California.	
b. the following counties (specify):	
C   Other places (specify).	
6. Child abduction prevention. There is a risk that one of the parties will take the party's permission. I request the orders set out on attached form FL-312.	e children out of California without the other
7. Children's holiday schedule. I request the holiday and vacation schedule set	out on the attached form FL-341(C)
Other (specify):	
8. Additional custody provisions. I request the additional orders regarding custom form FL-341(D) Other (specify):	
9. Joint legal custody provisions. I request joint legal custody and want the add form FL-341(E) Other(specify):	itional orders set out on the attached
10. Other. I request the following additional orders (specify):	Marin con recommendado de citada de la comercia de Comercia de la comercia de la comerc
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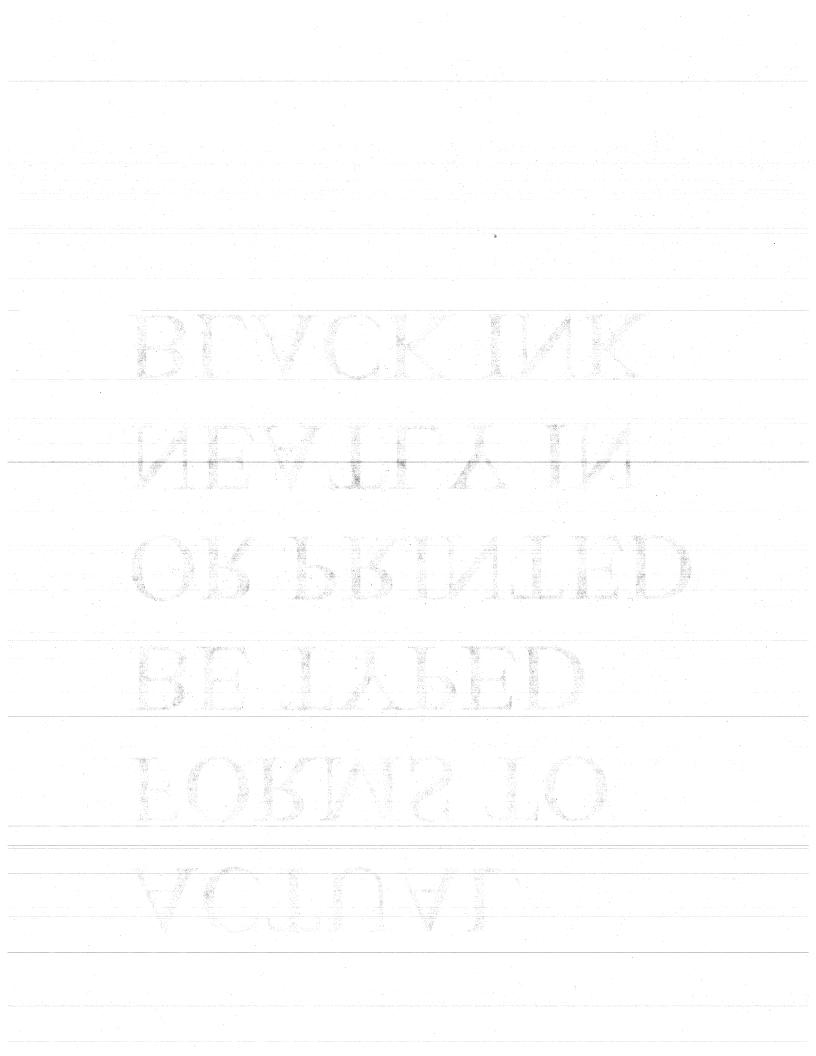
	1 L-330
ATTORNEY OR PARTY WITHOUT ATTORNEY OR GOVERNMENTAL AGENCY (under Family Code, §§ 17400, 17406) (Name, State Bar number, and address).	FOR COURT USE ONLY
In this section you will fill out your information	
Print or type your name here	
Print or type your address here	
Your City, State and Zip Code	
Varrahana # hana	
TELEPHONE NO.: YOU PROME # NETE FAX NO.:  ATTORNEY FOR (Name): In Pro Per	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Madera	
STREET ADDRESS: 200 South G Street	
MAILING ADDRESS: Same	
CITY AND ZIP CODE: Madera CA 93637	
BRANCH NAME: Civil Division	
PETITIONER/PLAINTIFF Print or type the Petitioner's name here	CASE NUMBER:
	Print or type your case # here
RESPONDENT/DEFENDANTPrint or type the Respondent's name here	
	(If applicable, provide):
OTHER PARENT/PARTY:	HEARING DATE: fill out this information
Official Action	HEARING TIME: ONLY IF YOU have the
PROOF OF PERSONAL SERVICE	DEPT.: information, otherwise leave blank
<ul> <li>4. By personally delivering copies to the person served, as follows: <ul> <li>a. Date: input the date the other party was served</li> <li>b. Time: input the acturate.</li> </ul> </li> <li>c. Address: input the address where the other party was served with the docentary was served with the docenta</li></ul>	tration under Business & Profession
<ol><li>My name, address, and telephone number, and, if applicable, county of registration and a Your server will input his/her information here including their name, address</li></ol>	
7. X I declare under penalty of perjury under the laws of the State of California that the fo 8. I am a California sheriff or marshal and I certify that the foregoing is true and correct	
Date: make sure they date the form also	
Date: make sure they date the form also.	
	this form stating they served the other party
(TYPE OR PRINT NAME OF PERSON WHO SERVED THE PAPERS) (SIGNA	TURE OF PERSON WHO SERVED THE PAPERS)

Page 1 of 1



The Contract Contract is the contract of the c	THE PROPERTY OF THE PROPERTY OF SECOND STREET, THE PROPERTY OF SECOND SE
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- 8. The name and solutions is spinous received applicable, course of seasons and	
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# ACTUAL FORMS TO BE TYPED OR PRINTED NEATLY IN BLACK INK



## Information Sheet for Request for Order

1	USE	Reauest	for Order	(form F	L-300):
• /	7				

- To schedule a court hearing and ask the court to make new orders or to change orders in your case. The request can be about child custody, visitation (parenting time), child support, spousal or partner support, property, finances, attorney's fees and costs, or other matters.
- To change or end the domestic violence restraining orders granted by the court in Restraining Order After Hearing (form DV-130). See How Do I Ask to Change or End a Domestic Violence Restraining Order (form DV-400-INFO) for more information.

## 2 DO NOT USE Request for Order (form FL-300):

- Before you have filed a Petition to start your case (form FL-300 may be filed with the Petition).
- If you and the other party have an agreement. For information about how to write up your agreement, get it approved by the court, and filed in your case, see <a href="http://www.courts.ca.gov/selfhelp-agreeFL">http://www.courts.ca.gov/selfhelp-agreeFL</a>, speak with an attorney, or get help at your court's Self-Help Center or Family Law Facilitator's Office.
- When specific Judicial Council forms must be used to ask the court for orders. For example, to ask:
  - -For a domestic violence restraining order, use forms <u>DV-100</u>, <u>DV-109</u>, and <u>DV-110</u>.
  - -For an order for contempt, use form FL-410.
  - -To set aside a child support order, use form FL-360 or form FL-640.
  - -To set aside a voluntary declaration of paternity, use form FL-280.

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Forms checklist
a. Form FL-300, Request for Order, is the basic form you need to file with the court. Depending on your request
you may need these additional forms:
b. To request child custody or visitation (parenting time) orders, you may need to complete some of these forms:
FL-105, Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act
FL-311, Child Custody and Visitation (Parenting Time) Application Attachment
FL-312, Request for Child Abduction Prevention Orders
FL-341(C), Children's Holiday Schedule Attachment
FL-341(D), Additional Provisions—Physical Custody Attachment
FL-341(E), Joint Legal Custody Attachment
c. If you want child support, you need this form:
A current FL-150, Income and Expense Declaration. You may use form FL-155, Financial Statement (Simplified) instead of form FL-150 if you meet the requirements listed on page 2 of form FL-155.
d. If you want spousal or partner support or orders about your finances, you need:
A current FL-150, Income and Expense Declaration
FL-157, Spousal or Partner Support Declaration Attachment (if the request is to change a support judgment
e. If you want attorney's fees and costs, you need these forms:
A current FL-150, Income and Expense Declaration
FL-319, Request for Attorney's Fees and Costs Attachment (or provide the information in a declaration)
FL-158, Supporting Declaration for Attorney's Fees and Costs (or provide the information in a declaration
수렇게 즐겁게 하는 사람들은 그리는 경기 구성을 하는 것이 되었다. 그는 사람들은 그는 사람들은 사람들은 사람들이 되었다. 그는 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은
f. To request temporary emergency (ex parte) orders, you need:
FL-305, Temporary Emergency Orders to serve as the proposed temporary emergency orders.
Your declaration describing how and when you gave notice about the request for temporary emergency
orders. You may use form FL-303, Declaration Regarding Notice and Service of Request for Temporary
Emergency (Ex Parte) Orders.
Other forms required by local courts. See item 9 on page 3 of this form for more information.
g. If you plan to have witnesses testify at the hearing, you need form:
☐ FL-321. Witness List

h. If you want to request a separate trial (bifurcation) on an issue, you need form:

FL-315, Request or Response to Request for Separate Trial



## Information Sheet for Request for Order

(4) Complete form FL-300 (Page 1)

Caption: Complete the top portion with your name, address, and telephone number, and the court address. Next, write the name of the Petitioner, Respondent, or Other Parent/Party (You must use the party names as they appear in the petition that was originally filed with the court). Then, write the case number. In the next section, check "CHANGE" if you want to change an existing order. Check "TEMPORARY EMERGENCY (EX PARTE) ORDER" if you are asking that the court make emergency orders that will be effective until the hearing date. Then, check all the boxes that apply to the orders you are requesting.

- Item 1: List the name(s) of the other person(s) in your case who will receive your request. In some cases, this might include a grandparent who is joined as a party in the case, a local child support agency, or a lawyer who represents a child in the case.
- Item 2: Leave this blank. The court clerk will fill in the date, time, and location of the hearing.
- Item 3: This is a notice to all other parties.
- Items Leave these blank. The court will
- 4-5: complete them if the orders are granted.
- Item 6: In some counties, the court clerk will check item 6 and provide the details for your required child custody mediation or recommending counseling appointment.

  Other courts require the party or the party's lawyer to make the appointment and then complete item 6 before filing form FL-300.

Ask your court's Family Law Facilitator or Self-Help Center to find out what your court requires.

Items: Leave these blank. The court will 7–8: complete them, if needed.

- (5) Complete form FL-300 (pages 2–4)
- 6 Complete additional forms and make copies

  Complete any additional forms that you need to file
  with the *Request for Order*. Make at least two
  copies of your full packet.

PARTY WITHOUT ATTORNEY OR ATTORNEY			FL-300
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PETITIONER:			
RESPONDENT:			
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REQUEST FOR ORDER CHA	ANGE TEMPORARY EMI	RGENCY ORDERS CASE	LIMBER
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Property Control Other (s	specify):		
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<ol> <li>The parties must attend an a (specify date, time, and local</li> </ol>		odia dilancia esti himinar medigina edire deri i e salego e en la siguinajar senteren sissigni de en	e inicipações improvences especialismos que inicipativa de la compressión de la compressión de la compressión
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7. The orders in Temporary Enserved with all documents to 8. Other (specify):	lied with this Request for Order.		

Note: You may file one form FL-150 to respond to items 3, 4, and 6.

## 7 File your documents

Give your paperwork and the copies you made to the court clerk to process. You may take them to the clerk's office in person, mail them, or, in some counties, you can e-file them.

The clerk will keep the original and give you back the copies you made with a court date and time stamped on the first page of the *Request for Order*. The procedure may be different in some courts if you are requesting temporary emergency orders.

## (8) Pay filing fees

A fee is due at the time of filing.

If you cannot afford to pay the filing fee, and you do not already have a valid fee waiver order in this case, you can ask the court to waive the fee by completing and filing form FW-001, Request to Waive Court Fees and form FW-003, Order on Court Fee Waiver.

## Information Sheet for Request for Order

## **Temporary Emergency (Ex Parte) Orders**

(nondomestic violence restraining orders)

Courts can make temporary orders in your family law case to respond to emergencies that cannot wait to be heard on the court's regular hearing calendar.

The emergency must involve an immediate danger or irreparable harm to a party or children in the case, or an immediate loss or damage to property.

To request these orders:

- Complete form FL-300. Describe the emergency and explain why you need the temporary emergency orders before the hearing.
- Complete form FL-305 to serve as your proposed temporary orders.
- Include a declaration describing how and when you notified the other parties (or why you could not give notice) about your request and the hearing (see form FL-303).
- Complete other forms if required by your local court rules.
- Follow your court's local procedures for reserving the day for the hearing, submitting your paperwork, and paying filing fees.

## General information about "service"

"Service" is the act of giving your legal papers to all persons named as parties in the case so that they know what orders you are asking for and have information about the hearing.

If the other parties are NOT properly served, the judge cannot make the orders you requested on the date of the hearing.

### Serve the Request for Order and blank forms

The other party must be "served" with a:

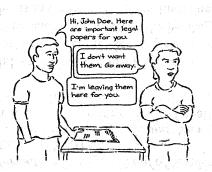
- Copy of the Request for Order and all the other forms and attachments filed with the court clerk.
- Copy of any temporary emergency orders granted.
- Blank form FL-320, Responsive Declaration to Request for Order.
- Blank form FL-150, Income and Expense Declaration (if you served form FL-150 or FL-155).

#### Who can be a "server"

You cannot serve the papers. Have someone else (who is at least 18 years old) do it. The "server" can be a friend, a relative who is not involved in your case, a sheriff, or a professional process server.

## "Personal Service"

Personal service means that your "server" walks up to each person to be served, makes sure he or she is the right person, and then hand-delivers a copy of all the papers (and the blank forms) to him or her. The server may leave the papers near the person if he or she will not take them.



Note: Sometimes the papers may be personally served on the other party's lawyer (if he or she has one) in the family law case.

"Service by mail"

means that your "server" places copies of all the documents (and blank forms) in a sealed envelope and mails them to the address of each

party being served (or to the party's lawyer, if he or she has one).

The server must be 18 years of age or over and live or work in the county where the mailing took place.

Important! For questions about personal service or service by mail, talk with a lawyer or check with your court's Family Law Facilitator or Self-Help Center at http://www.courts.ca.gov/1083. htm.

## Information Sheet for Request for Order

## (15) When to use personal service or service by mail

#### **Personal Service**

Personal service is the best way to make sure the other adults in your case are correctly served. Sometimes you **must** use personal service.

You must use personal service when the court:

- ✓ Ordered personal service;
- ✓ Granted temporary emergency orders;
- Does not yet have the power to make orders that apply to the other party because he or she has either NOT previously:
  - Been served with a Summons and Petition;\*

    OR
  - Appeared in the case by filing a:
    - a. Response to a Petition;
    - b. Appearance, Stipulations, and Waivers;
    - c. Written notice of appearance;
    - d. Request to strike all or part of the Petition; or
    - e. Request to transfer the case.
  - \*Note: A Request for Order may be served at the same time as the family law Summons and Petition.
- 1. After serving, the server must fill out a *Proof of Personal Service* (form FL-330) and give it to you. If the server needs instructions, give him or her form FL-330-INFO, *Information Sheet for Proof of Personal Service*.
- 2. Take the completed *Proof of Personal Service* form to the clerk's office (or e-file it, if available in your court) at least 5 court days before your hearing.

**Deadline:** The deadline for personal service is **16 court days** before the hearing date, unless the court orders a different deadline.

#### Service by Mail

If you are not required to use personal service, you may use service by mail.

Important! Check with your court's Family Law Facilitator's Office or Self-Help Center, or ask a lawyer to be sure you are allowed to use service by mail in your case.

A Request for Order to change a judgment or final order on the issue of child custody, visitation (parenting time), or child support may be served by mail if:

- The documents do not include temporary emergency orders;
- The court did not order personal service; and
- You have verified the other party's current residence or office address. (You may use Address Verification (form FL-334).)

To change a judgment or final order on any other issue, including spousal or domestic partner support, the *Request for Order* may need to be personally served on the other party.

- 1. After serving, the server must fill out a *Proof of Service by Mail* (form FL-335) and give it to you. If the server needs instructions, give him or her an *Information Sheet for Proof of Service by Mail* (form FL-335-INFO).
- 2. Take the completed *Proof of Personal Service* form to the clerk's office (or e-file it, if available in your court) at least 5 court days before your hearing.

Deadline: Unless the court orders a different time, service by mail must be completed at least 16 court days PLUS 5 calendar days before the hearing date (if service is in California). Other time lines apply for service outside of California.

## (16) Get ready for your hearing

- Take at least two copies of your documents and filed forms to the hearing. Include a filed *Proof of Service* form.
- Find more information about preparing for your hearing at <a href="http://www.courts.ca.gov/1094.htm">http://www.courts.ca.gov/1094.htm</a>.
- For information about having the other party testify in court, go to <a href="http://www.courts.ca.gov/29283.htm">http://www.courts.ca.gov/29283.htm</a>.
- (17) After the hearing, the order made on form FL-340, Findings and Order After Hearing, must be filed and served.

## (18) Do you have questions or need help?

- Find a lawyer through your local bar association, the State Bar of California at <a href="http://calbar.ca.gov">http://calbar.ca.gov</a>, or the Lawyer Referral Service at 1-866-442-2529.
- For free and low-cost legal help (if you qualify), go to <a href="http://www.lawhelpca.org">http://www.lawhelpca.org</a>.
- Contact the Family Law Facilitator or Self-Help Center for information and assistance, and referrals to local legal services providers. Go to http://www.courts.ca.gov/selfhelp-courtresources.htm.

PARTY WITHOUT ATTORNEY OR ATTORNEY	STATE BAR NUMBER:	FOR COURT USE ONLY
NAME:		
FIRM NAME:		
STREET ADDRESS:		
сіту:	STATE: ZIP CODE:	
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ATTORNEY FOR (name):	Madaya	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF	Madera	
STREET ADDRESS: 200 South G Street	in the confidence of the control of The control of the control of	
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RESPONDENT:		
OTHER PARENT/PARTY:		
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a. Date.		
b. Address of court same as noted	above other (specify):	
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3. WARNING to the person served with the Paragraphy Declaration to Request	for Order (form FL-320), serve a copy on the other	r parties at least nine court days
hofore the hearing (unless the court has orde	ered a shorter period of time), and appear at the he	earing. (See form FL-320-INFO for
more information.)		
(Forms EL -300-INFO ar	nd <u>DV-400-INFO</u> provide information about completing th	is form.)
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6. The parties must attend an appointmen	nt for child custody mediation or child custody reco	mmending counseling as follows
(specify date, time, and location):		
		turivetes guardina de la companya d La companya de la co
7. The orders in Temporary Emergency (	Ex Parte) Orders (form FL-305) apply to this proce	eding and must be personally
served with all documents filed with the	s Request for Order.	실수 없는 사람들이 가장 하는 것이 없는데 없었다.
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		JUDICIAL OFFICER Page 1 of 4

PETITIONER:	CASE NUMBER:
RESPONDENT:  OTHER PARENT/PARTY:	
REQUEST FOR ORDER	
Note: Place a mark X in front of the box that applies to your case or to your request. If a "Attachment." For example, mark "Attachment 2a" to indicate that the list of children's not attached to this form. Then, on a sheet of paper, list each attachment number followed by your name, case number, and "FL-300" as a title. (You may use Attached Declaration (for	nes and birth dates continues on a paper your request. At the top of the paper, write
RESTRAINING ORDER INFORMATION One or more domestic violence restraining/protective orders are now in effect be Petitioner Respondent Other Parent/Party (Attach a content or courts (specify county and state):  a. Criminal: County/state (specify): Case b. Family: County/state (specify): Case c. Juvenile: County/state (specify): Case d. Other: County/state (specify): Case CHILD CUSTODY VISITATION (PARENTING TIME) a. I request that the court make orders about the following children (specify):	tween (specify):  Appy of the orders if you have one.)  No. (if known):  No. (if known):  No. (if known):  No. (if known):  I request temporary emergency orders
Child's Name  Date of Birth  Legal Custody to (per decides: health, educ	
b. The orders I request for child custody visitation (parent (1) Specified in the attached forms:  Form FL-305 Form FL-311 Form FL-341(E) Other (2) As follows (specify):	
c. The orders that I request are in the best interest of the children because (sp	
d. This is a change from the current order for child custody	visitation (parenting time).
(1) The order for legal or physical custody was filed on (date):	. The court ordered (specify
(2) The visitation (parenting time) order was filed on (date):	. The court ordered (specif
	Attachment 2

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	b.	I want to change a cu	urrent court order for child	support filed on (date):		Attachment 3a.
	υ.	The court ordered child su	pport as follows (specify)			
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	C.	I have completed and filed a current <i>Financial Statem</i>	ent (Simplified) (form FL-	-155) because I meet the	requirements to file t	orm FL-155.
	d.	The court should make or	change the support orde	rs because (specify):		Attachment 3d.
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	C.	This request is to m	odify (change) spousal o	r partner support after ent Partner Support Declaratio	try of a judgment. In Attachment ( <u>form l</u>	-L-157) or a declaration
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	b	. The petitioner and liens coming due whi	respondent of	ther parent/party be orde	ered to make the follo	wing payments on debts
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		Pay to:	For:		\$D	ue date:
	a W		om the current order for n	roperty control filed on (da	nte):	
	q	This is a change if C Specify in Attachment 5d				orders.
والمستركب والمسترك	a	. Specify in <u>Attachment 30</u>	the reasons willy the cou	it should make or ordinge		

PETITIONER:	CASE NUMBER:
RESPONDENT: OTHER PARENT/PARTY:	
6. ATTORNEY'S FEES AND COSTS I request attorney's fees and costs, which total (specify amount):	\$
a. A current Income and Expense Declaration (form FL-150).	
<ul> <li>b. A Request for Attorney's Fees and Costs Attachment (form FL in that form.</li> <li>c. A Supporting Declaration for Attorney's Fees and Costs Attach factors covered in that form.</li> </ul>	
7. DOMESTIC VIOLENCE ORDER	
Do not use this form to ask for domestic violence restraining Temporary Restraining Order, for forms and information you	need to ask for domestic violence restraining orders.
<ul> <li>Read form DV-400-INFO, How to Change or End a Domestic</li> </ul>	Violence Restraining Order for more information.
a. The Restraining Order After Hearing (form DV-130) was filed	on (date):
b. I request that the court change end the per protective orders made in Restraining Order After Hearing (for	rsonal conduct, stay-away, move-out orders, or other rm DV-130). ( <i>If you want to change the orders, complete</i> 7c.)
c. I request that the court make the following changes to the	
्रित विकास विकास स्थापन विकास	
d. I want the court to change or end the orders because (specify	Attachment 7d.
	School Ses, and be a logicalin
and the control of th	
8. OTHER ORDERS REQUESTED (specify):	Attachment 8.
	SUPER FORE UP - FOR CHAP PER CANAGES
9. TIME FOR SERVICE / TIME UNTIL HEARING   urgently need: a. To serve the Request for Order no less than (number): b. The hearing date and service of the the Request for Order.	court days before the hearing.
c. I need the order because (specify):	Attachment 9c.
[1]	
10. FACTS TO SUPPORT the orders I request are listed below. The cannot be longer than 10 pages, unless the court gives me pern	facts that I write in support and attach to this request
i mini sa ini mangkar itingga ritarinda kanjaratapa perpikasan pelebaga. Alah 1900 pengili ili jarah ini marekarata tahun 1907 pengisan pelikuja kangan.	
I declare under penalty of perjury under the laws of the State of California t	hat the information provided in this form and all attachments
is true and correct.	de nide name (washnoor the project of the total of the manue)
Date:	
(TYPE OR PRINT NAME)	(SIGNATURE OF APPLICANT)
A Residence of the Control of the Co	

**Requests for Accommodations** 

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to <a href="https://www.courts.ca.gov/forms">www.courts.ca.gov/forms</a> for Request for Accommodations by Persons With Disabilities and Response (form MC-410). (Civ. Code, § 54.8.)

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
OTHER PARENTA AIXT.	
CHILD CUSTODY AND VISITATION (PARENTI	NG TIME) APPLICATION ATTACHMENT
—This is not a co	
Response Request for Ord	ler Responsive Declaration to Request for Order
Other (specify):	(The Control of Contr
Custody. Custody of the minor children of the parties is requ	ested as follows:
Date of Birth Legal C	Custody to (person who decides Physical Custody to (person wealth, education, etc.)  With whom the child lives)
and the control of th	and the state of t
s in the control of the control of the control of the control of the second section of the control of the contr	
्र विकास के अपने के प्रतिकार के किया कि किया क विकास के किया किया किया किया किया किया किया किया	
2. Visitation (Parenting Time).	
Note: Unless specifically ordered, a child's holiday schedule of	rder has priority over the regular parenting time.
<ul> <li>a. Reasonable right of parenting time (visitation) to the involving domestic violence).</li> </ul>	party without physical custody (not appropriate in cases
b. See the attached -page document dated (s	pecify date):
c. The parties will go to child custody mediation or chil	d custody recommending counseling at (specify date, time, and
location):	
d No visitation (narenting time)	
<ul><li>d. No visitation (parenting time).</li><li>e. Visitation (parenting time). (Specify start and ending</li></ul>	date and time. If applicable, check "start of" OR "after school.")
	rent's/Party's parenting time (visitation) will be as follows:
(1) Weekends starting (date):	
(Note: The first weekend of the month is the first	st weekend with a Saturday.)
1st 2nd 3rd 4th	5th weekend of the month start of school
fromat a.m	
(day of week) (time)	etart of echaol
to at a.m (day of week) (time)	p.m./ if applicable, specify: after school
(a) The parties will alternate the f	
the same to see the second	ing the initial fifth weekend, which starts (date):
(b) The petitioner	respondent other parent/party will have the fifth
	en numbered months.
(2) Alternate weekends starting (date):	a.m. p.m./ if applicable, specify: start of school
from at (day of week) (time)	aller scribbi
to at	start of school
(day of week) (time)	a.m. p.m./ ii applicable, specify. after school
(3) Weekdays starting (date):	
from at	a.m. p.m./ if applicable, specify: after school
(day of week) (time)	start of school
Avorance and to the surrouncing at its recom-	a.m p.m./ if applicable, specify: after school
(day of week) (time)	was the second transfer and the second second to the second secon
(4) Other visitation (parenting time) days and	restrictions are: <u>listed in Attachment 2e(4)</u>
as follows:	
그 친 등 화경을 참가하는 기를 모습니다.	

	PETITIONER:	JMBER:	yer garyi di yeşiliri y Yukur yazar ili kali ka
OTHE	RESPONDENT: HER PARENT/PARTY:		- 1 A 内容器數 4 <b>t</b> a - 1 A
LOTHE	AER PARENT/PARTT.		
3.	Supervised visitation (parenting time).		
	a. If item 3 is checked, you must attach a declaration that shows why unsupervised would be bad for your children. The judge is required to consider supervised alleging domestic violence and is protected by a restraining order.	sed visitation (paren visitation if one pare	ting time) ent or party is
	b. The person who supervises the visitation (parenting time) must meet the req Supervised Visitation Provider (form FL-324) under Family Code § 3200.5.	uirements listed in De	claration of
	c. I request that (name): have su with the minor children according to the schedule set out on page 1.	pervised visitation (pa	renting time)
	d. I request that the visitation (parenting time) be supervised by (name):  who is a professional nonprofessional supervisor.  The supervisor's phone number is (specify):	All and the second	
	e. I request that any costs of supervision be paid as follows: petitioner: percother parent/party: percent.	ent; respondent:	percent;
4.	<ul><li>Transportation for visitation (parenting time) and place of exchange.</li><li>a. The children will be driven only by a licensed and insured driver. The car or truck n</li></ul>	nust have legal child re	estraint devices.
	b. Transportation to begin the visits will be provided by (name):		10. 11. <b>1</b> 6. <b>30</b> 10
	c. Transportation from the visits will be provided by (name):	10 1 March 124 de 1971 (1981) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	d. The exchange point at the beginning of the visit will be (address):		
	e. The exchange point at the end of the visit will be (address):		
	<ul> <li>f. During the exchanges, the party driving the children will wait in the car and the home (or exchange location) while the children go between the car and the h</li> <li>g. Other (specify):</li> </ul>	nome (or exchange loc	in his or her cation).
		ionis (co <del>pperios), mis sie s</del> 160 g. 1903 g. 1903 g. C	re (aste astaci )
5.	Travel with children. The petitioner respondent other parer must have written permission from the other parent or party, or a court order, to take to		following places:
	a. the state of California.		
	c I other places ( <i>specify</i> ):		
6.	Child abduction prevention. There is a risk that one of the parties will take the children party's permission. I request the orders set out on attached form FL-312.	en out of California wit	hout the other
7.	Children's holiday schedule. I request the holiday and vacation schedule set out on Other (specify):	the attached for	orm FL-341(C)
8.	Additional custody provisions. I request the additional orders regarding custody set  form FL-341(D) Other (specify):	out on the attached	CONTRACTOR AND A STATE OF THE S
9.	Joint legal custody provisions. I request joint legal custody and want the additional form FL-341(E) Other(specify):	orders set out on the a	uttached
10.	Other. I request the following additional orders (specify):		
	ginin inin nginahitik angga ganggi nakitan kapuna salakan kanggin palishan kipalishan kangga sakitan		

ATTORNEY OR PARTY WITHOUT ATTORNEY OR GOVERNMENTAL AGENCY (under Family Code, §§ 17400, 17406) (Name, State Bar number, and address):	FOR COURT USE ONLY
TELEPHONE NO.: FAX NO.:	
ATTORNEY FOR (Name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Madera	
STREET ADDRESS: 200 South G Street	
MAILING ADDRESS: Same	
CITY AND ZIP CODE: Madera CA 93637	
BRANCH NAME: Civil Division	
PETITIONER/PLAINTIFF:	CASE NUMBER:
RESPONDENT/DEFENDANT:	(If applicable, provide):
	HEARING DATE:
OTHER PARENT/PARTY.	HEARING TIME:
PROOF OF PERSONAL SERVICE	DEPT.:
3. I served copies of the following documents (specify):	
3. I served copies of the following documents (specify):	
<ul> <li>I served copies of the following documents (specify):</li> <li>By personally delivering copies to the person served, as follows:</li> <li>a. Date:</li> <li>b. Time:</li> </ul>	
<ul> <li>I served copies of the following documents (specify):</li> <li>By personally delivering copies to the person served, as follows:</li> <li>a. Date:</li> <li>b. Time:</li> </ul>	
3. I served copies of the following documents (specify):  4. By personally delivering copies to the person served, as follows:  a. Date:  b. Time:  c. Address:	
3. I served copies of the following documents (specify):  4. By personally delivering copies to the person served, as follows:  a. Date:  b. Time:  c. Address:	gistration under Business & Profession
<ul> <li>I served copies of the following documents (specify):</li> <li>By personally delivering copies to the person served, as follows: <ul> <li>a. Date:</li> <li>b. Time:</li> </ul> </li> <li>I am <ul> <li>a. not a registered California process server.</li> <li>b. a registered California process server.</li> <li>Code section 22</li> </ul> </li> </ul>	2350(b).
<ul> <li>I served copies of the following documents (specify):</li> <li>By personally delivering copies to the person served, as follows: <ul> <li>a. Date:</li> <li>b. Time:</li> <li>c. Address:</li> </ul> </li> <li>I am <ul> <li>a. not a registered California process server.</li> <li>d. exempt from reg</li> </ul> </li> </ul>	2350(b).
A. By personally delivering copies to the person served, as follows:  a. Date: b. Time: c. Address:  5. I am a not a registered California process server. b a registered California process server. c an employee or independent contractor of a registered California process server.  b a registered California process server. c an employee or independent contractor of a registered California process server.	2350(b). riff or marshal.
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A. By personally delivering copies to the person served, as follows:  a. Date: b. Time: c. Address:  5. I am a not a registered California process server. b a registered California process server. c an employee or independent contractor of a registered California process server.  b a registered California process server. c an employee or independent contractor of a registered California process server.	2350(b). riff or marshal.
3. I served copies of the following documents (specify):  4. By personally delivering copies to the person served, as follows:  a. Date: b. Time: c. Address:  5. I am a. not a registered California process server. b. a registered California process server. c. an employee or independent contractor of a registered California process server.  6. My name, address, and telephone number, and, if applicable, county of registration are registered under penalty of perjury under the laws of the State of California that the	2350(b). riff or marshal. nd number (specify): e foregoing is true and correct.
<ul> <li>4. By personally delivering copies to the person served, as follows: <ul> <li>a. Date:</li> <li>b. Time:</li> </ul> </li> <li>5. I am <ul> <li>a. not a registered California process server.</li> <li>b. a registered California process server.</li> <li>c. an employee or independent contractor of a registered California process server.</li> </ul> </li> <li>6. My name, address, and telephone number, and, if applicable, county of registration are lambers, and the laws of the State of California that the laws of the Stat</li></ul>	2350(b). riff or marshal. nd number (specify): e foregoing is true and correct.
<ul> <li>4. By personally delivering copies to the person served, as follows: <ul> <li>a. Date:</li> <li>b. Time:</li> </ul> </li> <li>5. I am <ul> <li>a. not a registered California process server.</li> <li>b. a registered California process server.</li> <li>c. an employee or independent contractor of a registered California process server.</li> </ul> </li> <li>6. My name, address, and telephone number, and, if applicable, county of registration are lambers, and the laws of the State of California that the laws of the Stat</li></ul>	2350(b). riff or marshal. nd number (specify): e foregoing is true and correct.
c. Address:  5. I am  a.  not a registered California process server.  b.  a registered California process server.  c.  an employee or independent contractor of a registered California process server.  6. My name, address, and telephone number, and, if applicable, county of registration are registered California process server.  7.  I declare under penalty of perjury under the laws of the State of California that the	2350(b). riff or marshal. nd number (specify): e foregoing is true and correct.

Page 1 of 1



#### INFORMATION SHEET FOR PROOF OF PERSONAL SERVICE

Use these instructions to complete the Proof of Personal Service (form FL-330).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Service by Mail* (form FL-335) if the documents are being served by mail. The person who serves the documents must complete a proof of service form for the documents being served. You cannot serve documents if you are a party to the action.

#### INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service; one for the respondent and one for the other parent.

Complete the top section of the proof of service forms as follows:

First box, left side: In this box print the name, address, and phone number of the person for whom you are serving the documents.

Second box, left side: Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

**Third box, left side:** Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

First box, top of form, right side: Leave this box blank for the court's use.

**Second box, right side:** Print the case number in this box. This number is also stated on the documents you are serving. **Third box, right side:** Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

- 1. You are stating that you are over the age of 18 and that you are neither a party of this action nor a protected person listed in any of the orders.
- 2. Print the name of the party to whom you handed the documents.
- 3. List the name of each document that you delivered to the party.
- 4. a. Write in the date that you delivered the documents to the party.
  - b. Write in the time of day that you delivered the documents to the party.
  - c. Print the address where you delivered the documents.
- 5. Check the box that applies to you. If you are a private person serving the documents for a party, check box "a."
- 6. Print your name, address, and telephone number. If applicable, include the county in which you are registered as a process server and your registration number.
- 7. You must check this box if you are not a California sheriff or marshal. You are stating under penalty of perjury that the information you have provided is true and correct.
- 8. Do not check this box unless you are a California sheriff or marshal.

Print your name, fill in the date, and sign the form.

If you need additional assistance with this form, contact the family law facilitator in your county.

#### THE OBJECTION REPORTS FOR ENOUGH OF PRICORAL SERVICE

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Second box, right which Print the case dumber in this box. The number is also disting in the documents you are serving their box, right aid a. Print the resoling date, time, and department. Use the same information that is no the documents you are serving.

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  more results and metricular section.
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Print year name, this in the date, and sign the force,

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DO NOT COMPLETE THE
RESPONSIVE DECLARATION
AFTER THIS SHEET.
IT MUST BE SERVED ON THE
OTHER PARTY WITH THE
REQUEST FOR ORDER.

# 

REPROMENTATION

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## HIMPEL BEREENED ON LHE

## Information Sheet: Responsive Declaration to Request for Order

- 1) If you received a Request for Order (form FL-300),
  - · Carefully read the papers you received to make sure you understand what orders are being requested.
  - · Note the date, time, and location of the court hearing.
  - Check to see if the court ordered a specific date for filing and serving your Responsive Declaration to Request for Order (form FL-320).
  - If you need more time before the hearing to prepare a responsive declaration or talk with a lawyer, you may ask the court to continue the hearing date. For more information, consult with a lawyer or contact the Family Law Facilitator or Self-Help Center in your court (see item (6)).
- (2) USE Responsive Declaration to Request for Order (form FL-320)

Use form FL-320 to let the court and the other party know that you agree or disagree with each of the requests made in the *Request for Order* (form FL-300).

- If you disagree, use form FL-320 to describe the orders you would like the court to make.
- If you do not file and serve form FL-320, the court can still make orders without your input.
- 3 DO NOT USE Responsive Declaration to Request for Order (form FL-320) to:
  - Ask for court orders that were not requested in the *Request for Order* (form FL-300). Instead, file and serve your own *Request for Order* (form FL-300) to ask for orders about other issues.
  - Respond to Request for Domestic Violence Restraining Order (form DV-100). Instead, you must use Response to Request for Domestic Restraining Order (form DV-120).
- (4) Forms checklist
  - a. Form FL-320, Responsive Declaration to Request for Order is the basic form you need. Depending on the requests made in the Request for Order (form FL-300), you may need other forms.

	requests made in the Request for Order (form FL-300), you may need other forms.
b.	For child custody or visitation (parenting time) orders, you may need to complete some of these forms:
	FL-105, Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act
å '	FL-311, Child Custody and Visitation (Parenting Time) Application Attachment
467	FL-312, Request for Child Abduction Prevention Orders
	FL-341(C), Children's Holiday Schedule Attachment
	FL-341(D), Additional Provisions—Physical Custody Attachment
	FL-341(E), Joint Legal Custody Attachment
c.	For child support, you need:
	A current form FL-150. Income and Expense Declaration. You may use form FL-155, Financial Statement
	(Simplified) instead of form FL-150 if you meet the requirements listed on page 2 of form FL-155.
	Notice: • The court will order child support based on the income of the parents.
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- Child support normally continues until the child is 18 years and has graduated from high school.
- You must give the court information about your finances. If you do not, the child support order will be based on information about your income that the court receives from other sources.
- d. For spousal or domestic partner support or orders about your finances, you need these forms:
  - ☐ <u>FL-150</u>, Income and Expense Declaration ☐ <u>FL-157</u>, Spousal or Partner Support Declaration Attachment (if the request is to change a support judgment)
- e. For attorney's fees and costs, you need these forms:
  - ☐ <u>FL-150</u>, *Income and Expense Declaration*
  - FL-158, Supporting Declaration for Attorney's Fees and Costs (or provide the information in a declaration)
  - FL-319, Request for Attorney's Fees and Costs Attachment (or provide the information in a declaration)
- f. If you plan on having witnesses testify at the hearing, you need this form:

	-			*****	
1 1	LI		) 1	Witness	1 101
	- 1	1/		. Williess	LILOL

## Information Sheet: Responsive Declaration to Request for Order

## To respond to a *Request for Order*, you must: Complete caption of the form

Complete the top portion including your name, address, and telephone number, the court address, the name of all the parties in the case, and the case number. Also, print or type the same hearing date, time, and department that appears on the *Request for Order* (form FL-300).

## (6) Specify a response to orders requested

Items 1–9: Each item on the form matches the item numbers on the *Request for Order* (form FL-300). Complete item 1. Next, mark the same box that is marked on form FL-300. Then, specify if you consent (agree) or do not consent to (disagree with) the orders requested. If you disagree, describe the order you would like the court to make. *Note: you may file one form FL-150 to respond to items 3, 4, and 6.* 

Item 10: Use the space to explain your responses to items 1–9. Include the reasons why you do not agree with the orders requested by the other party and why the court should make the orders you described. If you need more space, write your responses on a separate sheet of paper and attach it to the form (Attached Declaration (form MC-031) may be used for this purpose).

Sign and date: Print your name, sign, and write the date you signed form FL-320.

## (7) Next steps: file or serve your paperwork

You must file your paperwork with the court clerk at least 9 court days before the hearing. If the court orders a shorter time to file your papers, file them by the date specified in the order.

Make 2 copies of your original paperwork. Then, do one of the following before the filing deadline:

- Take your paperwork and copies to the court clerk to process (or e-file them, if available in your county). The clerk will keep the original and give you back copies with a court stamp on them.
   Have a stamped copy served; or
- Have an unstamped copy of your paperwork served before you take (or e-file) the originals and copies to the court clerk to file.
   Be sure the original documents are not served.

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PETITIONER:	
RESPONDENT:	
OTHER PARENTIPARTY:	
RESPONSIVE DECLARATION TO REQUEST FOR ORDER	CASE MUMBER
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Read Information Sheet: Responsive Declaration to Request for Order (form FL-320	LINEC) for more information about this form.
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RESTRAINING ORDER INFORMATION	partiral Britishing St.
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## (8) Pay filing fees

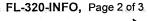
Generally, you do not have to pay a fee to file the *Responsive Declaration*. However, if you have never filed any papers in the case, you may have to pay a "first appearance fee," which, in general, everyone has to pay when filing court papers in a case for the first time.

If you cannot afford to pay the filing fee, you can ask the court to waive the fees. To do so, complete and file form FW-001, Request to Waive Court Fees and form FW-003, Order on Court Fee Waiver.

## (9) Serve your papers on the other party

"Service" is the act of giving your legal papers to all persons named as parties in the case so that they know what orders you want the court to make.

Note: If a party has a lawyer in the case, the papers should be served on that party's lawyer.





## Information Sheet: Responsive Declaration to Request for Order

## (10) How to "serve"

Server. You cannot serve the papers. Have someone else (who is at least 18 years old) do it. The "server" can be a friend, a relative who is not involved in your case, a county sheriff, or a professional process server.

#### Personal service.

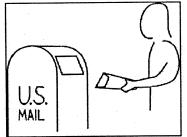
Your papers may be served by "personal service." "Personal service" means that



your "server" walks up to each person to be served, makes sure he or she is the right person, and then gives a copy of all the papers to him or her.

#### Service by mail.

"Service by mail"
means that your
"server" places copies
of all the documents
in a sealed envelope
and mails them to the
address of each party



being served (or to the party's lawyer, if he or she has one.) The server must be 18 years of age or over and must live or work in the county where the mailing took place.

### (11) Deadline for service

Personal service or service by mail on the other party must be completed at least 9 court days before the court hearing. If the court has ordered a shorter time to serve your responsive papers, be sure to have them served by the date specified in the court order.

After personal service, the server should complete a form FL-330, Proof of Personal Service. Form FL-330-INFO, Information Sheet for Proof of Personal Service has instructions to help the person complete the form.

After service by mail, the server should complete form FL-335, Proof of Service by Mail. Form FL-335-INFO, Information Sheet for Proof of Service by Mail has instructions to help the person complete the form.

## (13) File the *Proof of Service* before your hearing date

The *Proof of Service* shows the judge that the person received a copy of your *Responsive* Declaration to Request for Order. Make three copies of the completed *Proof of Service*. Take the original and copies to the court clerk as soon as possible before your hearing.

The clerk will keep the original and give you back the copies stamped "Filed." Bring a copy stamped "Filed" to your hearing. (If unstamped copies of your paperwork were served, you can file the completed *Proof of Service* when you file the original *Responsive Declaration*.)

# 14) Participate in child custody mediation or child custody recommending counseling

If the *Request for Order* includes a court order for you to attend mediation or child custody recommending counseling, the date, time, and location is found on page 1 of the *Request for Order*. For more information, read *Child Custody Information Sheet* (form <u>FL-313-INFO</u> or form <u>FL-314-INFO</u>).

## (15) Get ready for your hearing

- Take at least two copies of your documents and filed forms to the hearing. Include a filed *Proof of Service* form.
- Find more information about preparing for the hearing at www.courts.ca.gov/1094.htm.

## 16) Still have questions or need help?

- Contact the Family Law Facilitator or Self-Help Center for information, local rules, and referrals to local legal services providers. Go to <a href="http://www.courts.ca.gov/1083.htm/">http://www.courts.ca.gov/1083.htm/</a>.
- Talk to a lawyer if you want legal advice, someone to go to court with you, or other legal help. Find an attorney through your local bar association, the State Bar of California at *calbar*. *ca.gov*, or the Lawyer Referral Service at 1-866-442-2529.
- For free and low-cost legal help (if you qualify), go to <u>lawhelpcalifornia.org</u>.

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SUPERIOR COURT OF CALIFORNIA, STREET ADDRESS: 200 South G Street			
MAILING ADDRESS: Same			
CITY AND ZIP CODE: Madera CA 93637			
BRANCH NAME: Civil Division			
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	or more domestic violence	e restraining/ protective orde	rs are now in effect between the parties in
this case.			
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CASE NUMBER: PETITIONER: RESPONDENT: OTHER PARENT/PARTY: PROPERTY CONTROL I consent to the order requested. I do not consent to the order requested \_\_\_\_ but I consent to the following order: ATTORNEY'S FEES AND COSTS a. I have completed and filed a current Income and Expense Declaration (form FL-150) to support my responsive b. I have completed and filed with this form a Supporting Declaration for Attorney's Fees and Costs Attachment (form FL-158) or a declaration that addresses the factors covered in that form. I consent to the order requested. but I consent to the following order: I do not consent to the order requested DOMESTIC VIOLENCE ORDER a. I consent to the order requested. but I consent to the following order: I do not consent to the order requested OTHER ORDERS REQUESTED I consent to the order requested. but I consent to the following order: I do not consent to the order requested TIME FOR SERVICE / TIME UNTIL HEARING I consent to the order requested. but I consent to the following order: I do not consent to the order requested FACTS TO SUPPORT my responsive declaration are listed below. The facts that I write and attach to this form cannot be Attachment 10. longer than 10 pages, unless the court gives me permission.

I declare under penalty of perjury under the laws of the State of California that the information provided in this form and all attachments is true and correct.

Date:

(SIGNATURE OF DECLARANT)