

ATTORNEY INFORMATION SHEET

Name: _____

Firm Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Years in Practice _____ Years in Family Law _____

Certified Family Law Specialist (CFLS)? _____

Areas of Practice:

_____ All family law

_____ All family law excluding custody

_____ Other: _____

Hourly rate: _____

Do you provide pro bono or reduced fees in any cases? _____

Willingness to do the following on a limited representation basis:

_____ Consultation

_____ Review pleadings

_____ Prepare pleadings

_____ Court appearances for temporary orders

_____ Prepare orders regarding division of retirement benefits (QDRO's)

_____ Legal research

_____ DA Family Support (local child support agency) proceedings

_____ Enforcement proceedings

_____ Other

Additional information: _____

DATE 4/3/07
REFERRED BY Family Law Facilitator

PRO BONO REFERRAL FORM - PANEL

1. Client name Maria Diaz
2. Client phone # (707) 566-7245
3. What type of legal issue does the client have? (circle all that apply)

FAMILY LAW

Custody/Visitation
Child support
Spousal support
Paternity
Move Away
Other _____

HOUSING

Pre-Complaint: Habitability/ Trespass/Nuisance/
Eviction Defense
Post Judgment: Stay/Set Aside/Settlement Agreement
Other _____

DOMESTIC VIOLENCE/CIVIL HARASSMENT

GUARDIANSHIP

OTHER _____ Immigration issues _____

Upcoming Court Dates?
When? _____
What for? _

What Facts make this a compelling case for a PBA Attorney?
_____ Mother and her five children moved here from Mexico fairly recently. Mother's husband is legally in this country and initiated paperwork on the family's behalf. Mother and husband have recently separated and her and her children's application may be in jeopardy.

DIVORCE WORKSHOP

Information sheet

PLEASE PRINT LEGIBLY

Your Information: (Petitioner/person starting the divorce)

Name (*First, Last*): _____

*Mailing Address: _____

Telephone # (including area code): _____

Your Spouse: (Respondent/other party to the divorce)

Name (*First, Last*): _____

Mailing Address: _____

Telephone # (including area code): _____

Date you were married: _____

Minor Children you have with the other party (children under 18):

Name (<i>First, Last</i>)	Sex (<i>M or F</i>)	Age	Date of Birth
-----------------------------	-----------------------	-----	---------------

1. _____

2. _____

3. _____

4. _____

5. _____

*You may put a mailing address or P.O. Box if you do not wish to have your home address made known to the other party and/or part of a public record.

There is a \$320 filing fee for the divorce petition. If you are on financial assistance under SSI/SSP, CalWORKs, TANF, Food Stamps, General Relief or General Assistance, you will qualify for a fee waiver and will not have to pay the filing fee. If you are NOT on financial assistance, but you fall within the income guidelines below, you will be eligible for a fee waiver, as well. Please note that the guidelines include the income of your entire household. If you do not fall under the income guidelines, you may still apply for a fee waiver and a Judge will decide:

NUMBER IN FAMILY	FAMILY INCOME
1	\$ 1,063.54
2	1,426.04
3	1,788.54
4	2,151.04
5	2,513.54
6	2,876.04
7	3,238.54
8	3,601.54
Each Additional	362.50

Would you like a fee waiver application? Yes No

¿NECESITA AYUDA PARA EMPEZAR SU DIVORCIO?

Llegue a una de nuestras clases gratuitas en donde puede obtener ayuda para **EMPEZAR** sus formularios para su divorcio (ó separación legal)

Puede poner su nombre en una lista para reservar su lugar en la clase, ó puede solamente llegar el día de la clase.

Donde: La Oficina de los Asesores de Ley Familiar
Corte Superior de San Mateo
400 County Center, 2° Piso, Redwood City

Cuando: Lunes a las 9:00 de la mañana
Jueves a la 1:30 de la tarde

Costo: **GRATIS**

Quien: Cualquier persona que quiere **empezar** su propio divorcio (ó separación legal)

*****Por favor note: Los Asesores de la Ley Familiar no verán individualmente a las personas que quieren empezar su divorcio. Todas las personas que necesitan ayuda con la preparación de sus formularios para empezar su divorcio, pueden obtener asistencia solamente en una de estas clases.**

STARTING A DIVORCE?

The Family Law Facilitator's Office
is offering workshops
on Tuesday mornings at 9:00 a.m.
where you can get help filing your initial
divorce papers (or legal separation)

Where: Law Library (next to the DA's Office)
Hall of Justice/Superior Court
NORTHERN BRANCH
1050 Old Mission Rd., So. San Francisco

When: Every Tuesday at 9:00 a.m.

Cost: **FREE**

Who: Anyone starting their own divorce (or legal
separation) paperwork

Note: The Family Law Facilitator will no longer meet
individually with those persons who are starting their
own divorce paperwork. All persons seeking
assistance with filing their initial divorce papers may
obtain assistance at one of these workshops.

Please bring a pen - - all other materials will be provided.

NEED HELP FILING YOUR DIVORCE?

There will be a new series of workshops offered by the Office of the Family Law Facilitator starting October 3, 2006 in SSF on Tuesday mornings at 9:00 a.m. where you can get help filing your initial divorce papers (or legal separation)

Where: Library (just outside the DA's Office)
Hall of Justice/Superior Court
NORTHERN BRANCH
1050 Old Mission Rd., SSF, CA

When: Tuesdays at 9:00 a.m.

Cost: FREE

Who: Anyone starting their own divorce (or legal separation) paperwork

*****Please note: The Family Law Facilitator will no longer meet individually with those persons who are starting their own divorce paperwork. All persons seeking assistance with filing their initial divorce papers may obtain assistance at one of these workshops.**

NEED HELP FILING YOUR DIVORCE?

Get help filing your initial divorce papers
(or legal separation) in our new series of workshops
held Tuesday afternoons at 1:30 p.m. and
Wednesdays at 9:00 in the morning.

You can sign up to reserve your spot,
or just come on that day

Where: Office of the Family Law Facilitator
Hall of Justice/Superior Court
400 County Center, 2nd Floor,
Redwood City, CA

When: Tuesdays at 1:30 p.m.
Wednesdays at 9:00 a.m.

Cost: **FREE**

Who: Anyone starting their own divorce (or legal
separation) paperwork

*****Please note: The Family Law Facilitator will no longer meet
individually with those persons who are starting their own divorce
paperwork. All persons seeking assistance with filing their initial
divorce papers may obtain assistance at one of these workshops.**

PARA ARCHIVAR Y SERVIR LA PETICION:

1. Haga Copias:

Haga 2 copias de todos los formularios que Usted completó.

2. Archive los Formularios:

Traiga los originales y las copias a la Oficina de la Secretaria de la Corte, en El Primer Piso, Cuarto B. Pague el costo de \$320 (más \$40 por petición si está haciendo una petición adicional), a menos de tener permiso para no pagarlos despues de haber demostrado tener bajos ingresos. La Secretaria de la Corte le dará 2 copias de la Noticia de Caso Asignado (“Notice of Case Assignment”); una es para usted y la otra es para su cónyuge.

3. Sirva los Formularios a Su Cónyuge:

Pídale a alguien mayor de 18 años (QUE NO SEA USTED) que le entregue personalmente a su cónyuge una copia de todos los papeles que usted haya llenado más una copia de la Noticia de Caso Asignado (“Notice of Case Assignment”) con los formularios en blanco para la respuesta de su cónyuge. La persona que entregue los formularios a su cónyuge necesita completar la Prueba del Servicio (“Proof of Service of Summons”). Ponga el nombre y dirección suyos en el primer cuadro de la Prueba del Servicio (“Proof of Service of Summons”), pero la persona que sirva los papeles DEBE completar el resto del formulario.

4. Archive la Prueba del Servicio (“Proof of Service”):

Obtenga la Prueba del Servicio (“Proof of Service”) de la persona que le haya entregado los papeles a su cónyuge y haga una copia de ese formulario. Lleve la copia y el original a la Oficina de la Secretaria de la Corte, en el Primer Piso, Cuarto B.

5. Regrese a la Corte:

Espere por lo menos 30 días despues que su cónyuge haya sido servido y verifique si su conyuge archivó una Respuesta. Puede chequear en la Corte directamente o por el internet en www.sanmateocourt.org marcando “Access Public Court Records Online.”

Si su cónyuge no respondió usted puede tomar una clase para saber como completar su divorcio y obtener un juicio de disolucion a pesar de la falta de Respuesta de su cónyuge. Estas clases se ofrecen **cada Jueves a las 9:00 de la mañana** en la Oficina de los Facilitadores.

Si su cónyuge archivó una Respuesta, usted necesita hablar con uno de los Facilitadores personalmente. En ese caso, debe ir a la Oficina de los Facilitadores y poner su nombre en la lista para ver a un Facilitador. (Por favor verifique las horas de la Oficina de los Facilitadores de Ley Familiar).

FILING AND SERVING THE PETITION:

1. Make Copies:

Make 2 copies of all of the forms you have completed.

2. File:

Bring the originals and the copies to the Clerk's Office, 1st Floor, Room B. Pay the filing fee of \$320 for the Petition (plus \$40 for a motion, if you are filing one), unless you have a fee waiver. The Clerk will give you 2 copies of the Notice of Case Assignment; one is for you and the other is for the other party.

3. Serve:

Have someone over the age of 18 (NOT YOU) personally hand (serve) a copy of all the papers that you filled-out, plus one copy of the Notice of Case Assignment to the other party along with blank responsive forms. The person that gives the forms to the other party must complete the Proof of Service of Summons. YOUR name and address goes on top of the Proof of Service of Summons, but the "server" MUST complete the rest of the form.

4. File the Proof of Service:

Get the Proof of Service from the person who served the other party and make a copy of it. Bring the copy and the original to the Clerk's Office, 1st Floor, Room B.

5. Return to the Court:

Wait at least 30 days after the other party has been served and check to see if they have filed a Response. You can check at the Court or on-line at www.sanmateocourt.org and click on "Access Public Court Records Online." If they have not filed a Response, then you can take the other party's "default" and come to the workshop on completing your divorce. These workshops are offered every Friday at 1:30 p.m. at the Facilitator's Office.

If the other party has filed a Response, then you will need to meet with a Facilitator in person. In that case, you should come in and get on the Facilitator's list. (Please see the attached list of hours for the Family Law Facilitator)

OFFICE OF THE FAMILY LAW FACILITATOR

Southern Branch

**400 County Center, 2nd Floor
Redwood City CA 94063
(650) 363-4590**

HOURS (*)

Monday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.
Tuesday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.
Wednesday:	9:00 - 11:30 a.m.	&	CLOSED
Thursday:	9:00 - 11:30 a.m.	&	CLOSED
Friday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.

Northern Branch

**1050 Old Mission Road
South San Francisco, CA 94080
(650) 363-4590**

HOURS (*)

Tuesday:	CLOSED	&	1:30 - 3:30 p.m.
Wednesday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.

(*) Note: People are seen on a first come, first served basis.

We post a sign up list on the 2nd floor at **8:00 a.m.** and at **12:00 noon.** People are seen on a first come first served basis. So we recommend you come at least one hour in advance of the list's posting. (If you need to request a Restraining order and you do not make the list, let someone from our office know once we open.)

Website: Information and FORMS in the Internet:

http://www.san_mateocourt.org

<http://www.courtinfo.ca.gov>

<http://www.ezlegalfile.org>

OFICINA DE LOS FACILITADORES DE LA LEY FAMILIAR

DIVISION SUR

**400 County center, 2° piso
Redwood City, CA 94063
(650) 363-4590**

HORAS(*)

Lunes:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.
Martes:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.
Miércoles:	9:00 - 11:30 a.m.	&	CERRADO
Jueves:	9:00 - 11:30 a.m.	&	CERRADO
Viernes:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.

DIVISION NORTE

**1050 Old Mission Road
South San Francisco, CA 94080
(650) 363- 4590**

HORAS(*)

Martes:	CERRADO	&	1:30 - 3:30 p.m.
Miércoles:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.

(*) Nota: Las personas son ayudadas de acuerdo al lugar que ocupa su nombre en la lista.

Colocamos una lista para que agregue su nombre y hable con un facilitador. A las **8:00 a.m.** Y a las **12:00 p.m.** en el 2° piso. Las personas son atendidas en el orden en que llegan (La lista tiene límite de espacio así que llegue al menos una hora antes. (Si necesita una Orden de Restricción dejele saber a alguien de nuestra oficina.)

Sitio. Información y FORMULARIOS en el Internet:

<http://www.sanmateocourt.org>

<http://www.courtinfo.ca.gov>

<http://www.ezlegalfile.org>

CERTIFICATE OF APPRECIATION

This certificate is awarded to

Alejandro Jacome, Esq.



**Superior Court of California
County of San Mateo**

2005

In recognition of valuable contributions for the year 2005 to the Court and the community by volunteering at

The Office of the Family Law Facilitator

Lauren Zorfas, Family Law Facilitator

Date

Honorable Rosemary Pfeiffer, Supervising Family Law Judge

Date

INSTRUCTIONS FOR DECLARATION OF DISCLOSURE

1. Complete forms labeled A, B & C
2. Make 1 copy of A, B & C
3. Have someone over the age of 18, not you, mail 1 copy of A, B & C to the other party.
4. Complete form D (In question #2 fill in the date forms A, B & C were mailed to the other party)
5. Make 1 copy of forms C&D
6. Bring originals and copies of forms C&D only to the Clerk's Office, 1st floor, room B

INSTRUCTIONS FOR DECLARATION OF DISCLOSURE

7. Complete forms labeled A, B & C
8. Make 1 copy of A, B & C
9. Have someone over the age of 18, not you, mail 1 copy of A, B & C to the other party.
10. Complete form D (In question #2 fill in the date forms A, B & C were mailed to the other party)
11. Make 1 copy of forms C&D
12. Bring originals and copies of forms C&D only to the Clerk's Office, 1st floor, room B

INSTRUCTIONS FOR FILING FINAL DEFAULT JUDGMENT OF DISSOLUTION

1. Complete forms where highlighted.
2. Make 2 copies of all forms.
3. Bring copies and originals to the Clerk's Office, 1st floor, Room B with 4 envelopes with postage:
 - a. 2 addressed to you
 - b. 2 addressed to the other party

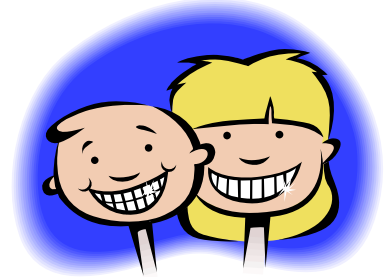
INSTRUCCIONES PARA ARCHIVAR EL JUICIO FINAL DE DISOLUCIÓN POR FALTA

1. Llene las formas. (Sólo donde esta marcado con amarillo)
2. Haga 2 copias de todas las formas.
3. Traiga las copias y originales, 4 sobres con franqueo. (Estampillas) a La Oficina De La Secretaria, 1° piso, Cuarto B
 - a. 2 sobre dirigidos a usted.
 - b. 2 sobre dirigidos al otro partido.

DO YOU HAVE QUESTIONS??????



CHILD SUPPORT??????



AM I THE FATHER??????



CUSTODY?????

VISITATION????

Tune in on Wednesday, February 14, 2007
from 7:30—8:30 pm
Public Radio Station KALW's "Your Legal Rights"
91.7 FM or live on the Internet at www.KALW.org
Hear attorneys from the Bay Area
Superior Courts answer your questions live

**For more information on these topics contact
your local Family Law Facilitator's Office (see reverse)**

OFFICE OF THE FAMILY LAW FACILITATOR

Southern Branch

**400 County Center, 2nd Floor
Redwood City CA 94063
(650) 363-4590**

HOURS (*)

Monday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.
Tuesday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.
Wednesday:	9:00 - 11:30 a.m.	&	CLOSED
Thursday:	9:00 - 11:30 a.m.	&	CLOSED
Friday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.

Northern Branch

**1050 Old Mission Road
South San Francisco, CA 94080
(650) 363-4590**

HOURS (*)

Tuesday:	CLOSED	&	1:30 - 3:30 p.m.
Wednesday:	9:00 - 11:30 a.m.	&	1:30 - 3:30 p.m.

(*) Note: People are seen on a first come, first served basis.

We post a sign up list on the 2nd floor at **8:00 a.m.** and at **12:00 noon.** People are seen on a first come first served basis. So we recommend you come at least one hour in advance of the list's posting. (If you need to request a Restraining order and you do not make the list, let someone from our office know once we open.)

Website: Information and FORMS in the Internet:

<http://www.sanmateocourt.org>

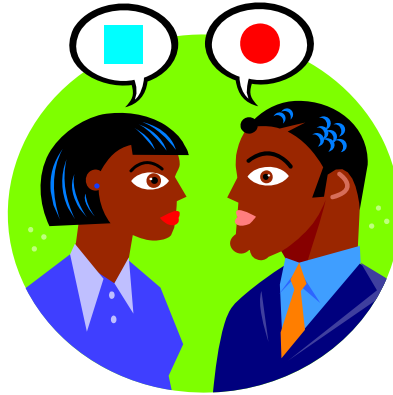
<http://www.courtinfo.ca.gov>

<http://www.ezlegalfile.org>

SONOMA COUNTY FAMILY LAW PUBLIC ASSISTANCE PROGRAMS
at the Hall of Justice, 600 Administration Drive, Santa Rosa

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Family Law Facilitator Hall of Justice, Room 223J Phone: (707) 565-2841 Free Service (Primarily for child support, spousal support, paternity, health insurance.)</p>	<p>Sign ups taken at 8:30 am (For morning and afternoon)</p> <p>(First come, first served. We suggest you come in 2 hour early.)</p>	<p>Sign ups taken at 8:30 am (For morning and afternoon)</p> <p>(First come, first served. We suggest you come in 2 hour early.)</p>	<p>Sign ups taken at 8:30 am (For morning and afternoon)</p> <p>(First come, first served. We suggest you come in 2 hour early.)</p>	<p>Sign ups taken at 8:30 am (For morning and afternoon)</p> <p>(First come, first served. We suggest you come in 2 hour early.)</p>	<p>Sign ups taken at 8:30 am (For morning and afternoon)</p> <p>(First come, first served. We suggest you come in 2 hour early.)</p> <p>NO SPANISH HELP ANY ISSUE</p>
<p>Self Help Access Clinic Courtroom 17 Free Service</p> <p>Primary services are child custody, paternity, divorce, guardianship and unlawful detainers.</p> <p><u>Proof of Income is Required for All Services</u></p>	<p>8:30-Noon</p> <p>CLOSED NOON TO 1:00 FOR LUNCH</p> <p>1:00-4:45 Spanish Interpreters Available All Day</p>	<p>8:30-Noon</p> <p>CLOSED NOON TO 1:00 FOR LUNCH</p> <p>1:00 – 4:45 Spanish Interpreters Available All Day</p>	<p>8:30-Noon</p> <p>Spanish Interpreters in AM ONLY</p> <p>CLOSED ALL AFTERNOON</p>	<p>8:30-Noon</p> <p>CLOSED NOON TO 1:00 FOR LUNCH</p> <p>1:00 – 4:45 Spanish Interpreters Available All Day</p>	<p>8:30-Noon</p> <p>CLOSED NOON TO 1:00 FOR LUNCH</p> <p>1:00 – 4:45 Spanish Interpreters Available All Day</p>
<p>Temporary Restraining Order Clinic; Courtroom 17 Free Service</p>	<p>1:00 PM</p> <p>No late arrivals.</p>	<p>1:00 PM</p> <p>No late arrivals</p>	<p>CLOSED</p>	<p>1:00 PM</p> <p>No late arrivals.</p>	<p>1:00 PM</p> <p>No late arrivals.</p>

"From Status Conference to Judgment in Less Than One Hour - Helping Pro Pers Complete Their Dissolutions of Marriage."



When: Wednesday, February 14, 2007, Noon – 1:00

Where: Family Law Facilitator's Office Hall of Justice, 400 County Center, Family Law Facilitator's Office, 2nd floor

What: Lauren Zorfias from the Office of the Family Law Facilitator will conduct an MCLE/training entitled "From Status Conference to Judgment in Less Than One Hour - Helping Pro Pers Complete Their Dissolutions of Marriage."

Cost: *FREE This (brown bag) class is for **1 MCLE credit** *in exchange for participants agreeing to volunteer to help out with the status conference calendars on three Friday afternoons, from 1:30 - 5:00, in the six-month period following the training.

The training will cover how to go from the initial pleadings, through disclosures, and then to judgment, in what are typically low asset/nominal issue cases.

Contact: Lauren Zorfias by e-mail lzorfias@sanmateocourt.org or phone, 650-363-7843 for more information or to your reserve your spot.

FROM STATUS CONFERENCE
TO JUDGMENT
IN LESS THAN ONE HOUR –
HELPING PRO PERS
COMPLETE THEIR DISSOLUTIONS
OF MARRIAGE

2/14/07 – Family Law Facilitator
San Mateo County Superior Court

FROM STATUS CONFERENCE TO JUDGMENT IN LESS THAN ONE HOUR - HELPING PRO PERS COMPLETE THEIR DISSOLUTIONS OF MARRIAGE

1. Background:
 - In all cases where a Response is filed to a Dissolution or Legal Separation, a Status Conference is set
 - The purpose of the Status Conference is to “check in” with the parties and ascertain the case status

2. Why this project?
 - Every Friday all 3 FL Departments have SC calendars and many who appear on those calendars are in pro per.
 - Most pro pers need very little assistance to finish the case – usually help with PDD’s and paperwork and some minor settlement work.

3. How does this project work?
 - We start at 1:30 p.m. and the bailiffs bring the parties down from the departments with court file.
 - You may also get some litigants who are not on the calendar, but are told to come at 1:30 for settlement work.
 - Our Clerk will keep the files in the order in which they were sent down at the front desk
 - The FLF will set you up in one of the attorney conference rooms so you can work with the parties to help them complete their paperwork and, if needed, assist with settlement
 - If you need to run Dissomaster, you can come into the office to use one of our computers
 - The goal is to get the parties to judgment that day, if possible (Or, as close to judgment as possible)

4. To start:
 - Pull out the Stat sheet from the “Tool Box” and date it
 - Give each person you work with a survey and a waiver/disclosure form. They complete side one of the survey and give that to you and they keep the waiver/disclosure form. Please give completed surveys to our clerk at the end of the day.
 - Note: since you are considered a volunteer of the FLF, you are covered by our rules. You cannot give legal advice, but you can give legal information. There is no attorney/client relationship formed and therefore no confidentiality. You may wish to keep a list of names of those you worked with for potential future conflict issues.

5. Steps/Forms to completing the disso:

- Disclosures:
 1. Forms: Preliminary Declaration of Disclosure (FL-140), Schedule of Assets and Debts (FL- 142), Income and Expense Declaration (FL-150), Declaration Regarding Service of Declaration of Disclosure (FL-141)
 - a. In most cases neither party has completed and/or exchanged their Preliminary Declarations of Disclosures (“PDD”). We have a pre-prepared packet of the PDD documents along with a “cheat sheet” for distribution. We have JusticeCorps volunteers (“JCV”) to help litigants complete their PDD’s, then you can help the next case. Either you or the JCV can serve the parties.
- Stipulation and Waiver of Final Declaration of Disclosure (FL-144)
- Appearance, Stipulations, and Waiver (FL-130)
 1. Note: the filing of this form will kick in a first appearance fee for a respondent who has not yet appeared. If the parties are in agreement and there has been no response filed, then it may be best to do an uncontested default. (These are the litigants who are not on calendar)
 2. If they are doing a default, don’t forget the Request to Enter Default (FL-165)
- Declaration for Default or Uncontested Dissolution or Legal Separation (FL-170). This form must be completed in any uncontested or default case that will not be read into the record.
- Judgment (FL-180). This form will be completed in all cases that you are able to settle. We have our own attachments or you may use the Judicial Council (“JC”) attachments.
 1. FLF form attachments:
 - a. Attachment to Judgment – kids
 - b. Attachment to Judgment – no kids, w/ property
 - c. Attachment to Judgment – no kids, no property
 - d. Attachment to Judgment – signature page
 2. JC attachments:
 - a. Child Custody and Visitation Order Attachment (FL-341)
 - 1) Additional optional attachments:
 - a) Supervised Visitation Order (FL-341(A))
 - b) Children’s Holiday Schedule Attachment (FL-341(C))
 - c) Additional Provisions – Physical Custody Attachment (FL-341(D))
 - d) Joint Legal Custody Attachment (FL-341(E))
 - b. Child Support Information and Order Attachment (FL-342) and Notice of Rights and Responsibilities (Health-Care Costs and Reimbursement Procedures) (FL-192). These must be used even with the FLF forms if

a support amount is being ordered. (Don't forget to attach a copy of the Dissomaster printout.)

- 1) With every child support order made, a Child Support Case Registry Form (FL-191) must be given to both parties for them to complete with in 10 days. (The JCV can help with this)
 - 2) If the parties stipulate to a non-guideline amount of support, they must attach the Dissomaster print-out and complete the Non-guideline Child Support Findings Attachment (FL-342(A))
 - 3) Whenever you process a child or spousal support order check and see if the payee wants a wage assignment. If so, then prepare Order/Notice to Withhold Income For Child Support (FL-195) and be sure to give the requesting party a blank Request For Hearing Regarding Earnings Assignment (Family Law-Governmental-UIFSA) (FL-450) to be given to the payor's employer. We also have a cover letter with instructions for service and information on the SDU.
 - 4) ***If DCSS is involved in a case, the Court CANNOT set a child support order without their signing off on it. CS may be reserved, or incorporate the prior CS order if one exists.
- c. Spousal, Partner, or Family Support Order (FL-343)
 - d. Property Order Attachment to Judgment (FL-345)
 - e. Notice of Entry of Judgment (FL-190). The parties will need to complete 2 envelopes with their addresses to go along with this form.

6. Completing the Process:

- If there has been a judgment prepared, ask the parties to address an envelope for each of them (2 envelopes for each if it is a default.)
- If the parties need to go on the record (if they need the judgment the same day, or if there is a great inequity in property division), then first make sure the Judicial Officer is still here. Then, take the parties back to the courtroom with the file and the paperwork. Be sure to explain to the Judge beforehand, why this is going on the record.
- If the parties were unable to settle, then try to get them to ADR, and be sure all PDD's are filed either that day, or they leave with our instructions.

7. Special Notes:

- Be sure those who do not submit their judgment the same day, have another SC date
- For those who do not reach agreement on all issues, consider bifurcating status (and/or any other issues in agreement), and reserving jurisdiction on those unresolved issues. Again, don't forget ADR for the unresolved issues.

- Child Support with DCSS involved – make sure that if DCSS is involved in a case, you do not change an existing CS order. Consider welfare, medi-cal, and CS orders from other Counties.
- If the parties cannot agree on anything and refuse ADR, assist them with a status conference statement for their next SC date, and note that they are requesting a trial.
- Special note on DV cases. We will handle the cases where there is a DVRO, unless you feel comfortable doing this. The parties are not seen at the same time. If you notice an RO in the file, please let an FLF know immediately.
 1. Sometimes it is impossible to work with these cases even if you see the parties separately. Also, these are not often ideal cases for ADR. Bay Area Legal Aid does provide representation to victims of DV in their dissolutions. They must meet Bay Legal criteria and they must have sufficient staff to take them on, so this is not a guarantee of representation. But, you should still refer these cases to them. Their number is 650-358-0745 (to be given to the party). Also, feel free to consult the FLF for other suggestions.
- Reminder – keeping stats. There is a stat sheet in the front of the “tool box.” Please use it to indicate the number of parties seen and the resolution status of their case. You need only use check marks.

PLEASE SELECT YOUR DATES NOW

THANK YOU!!!!