

# SAMPLES

START DISSO, NO MINORS

Rev. 7/6/2012

Use the samples to help you complete  
the packet of blank forms.



SUMMONS (Family Law)

CITACIÓN (Derecho familiar)

NOTICE TO RESPONDENT (Name): YOUR SPOUSE'S NAME

AVISO AL DEMANDADO (Nombre):

You are being sued. Lo es

NOTE: YOU MUST WRITE YOUR NAME AND YOUR SPOUSE'S NAME THE SAME WAY THROUGHOUT YOUR FORMS.

FOR COURT USE ONLY (SÓLO PARA USO DE LA CORTE) SAMPLE ONLY Do not write on this copy!

Petitioner's name is: YOUR NAME

Nombre del demandante:

CASE NUMBER (NÚMERO DE CASO): LEAVE BLANK

You have 30 calendar days after this Summons and Petition are served on you to file a Response (form FL-120 or FL-123) at the court and have a copy served on the petitioner. A letter or phone call will not protect you. If you do not file your Response on time, the court may make orders affecting your marriage or domestic partnership, your property, and custody of your children. You may be ordered to pay support and attorney fees and costs. If you cannot pay the filing fee, ask the clerk for a fee waiver form. If you want legal advice, contact a lawyer immediately. You can get information about finding lawyers at the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), at the California Legal Services Web site (www.lawhelpcalifornia.org), or by contacting your local county bar association.

Tiene 30 días corridos después de haber recibido la entrega legal de esta Citación y Petición para presentar una Respuesta (formulario FL-120 ó FL-123) ante la corte y efectuar la entrega legal de una copia al demandante. Una carta o llamada telefónica no basta para protegerlo. Si no presenta su Respuesta a tiempo, la corte puede dar órdenes que afecten su matrimonio o pareja de hecho, sus bienes y la custodia de sus hijos. La corte también le puede ordenar que pague manutención, y honorarios y costos legales. Si no puede pagar la cuota de presentación, pida al secretario un formulario de exención de cuotas. Si desea obtener asesoramiento legal, póngase en contacto de inmediato con un abogado. Puede obtener información para encontrar a un abogado en el Centro de Ayuda de las Cortes de California (www.sucorte.ca.gov), en el sitio Web de los Servicios Legales de California (www.lawhelpcalifornia.org) o poniéndose en contacto con el colegio de abogados de su condado.

NOTICE: The restraining orders on page 2 are effective against both spouses or domestic partners until the petition is dismissed, a judgment is entered, or the court makes further orders. These orders are enforceable anywhere in California by any law enforcement officer who has received or seen a copy of them.

AVISO: Las órdenes de restricción que figuran en la página 2 valen para ambos cónyuges o pareja de hecho hasta que se despida la petición, se emita un fallo o la corte dé otras órdenes. Cualquier autoridad de la ley que haya recibido o visto una copia de estas órdenes puede hacerlas acatar en cualquier lugar de California.

NOTE: If a judgment or support order is entered, the court may order you to pay all or part of the fees and costs that the court waived for yourself or for the other party. If this happens, the party ordered to pay fees shall be given notice and an opportunity to request a hearing to set aside the order to pay waived court fees.

AVISO: Si se emite un fallo u orden de manutención, la corte puede ordenar que usted pague parte de, o todas las cuotas y costos de la corte previamente exentas a petición de usted o de la otra parte. Si esto ocurre, la parte ordenada a pagar estas cuotas debe recibir aviso y la oportunidad de solicitar una audiencia para anular la orden de pagar las cuotas exentas.

1. The name and address of the court are (El nombre y dirección de la corte son):

ASK STAFF TO STAMP CORRECT ADDRESS HERE

2. The name, address, and telephone number of the petitioner's attorney, or the petitioner without an attorney, are:

(El nombre, dirección y número de teléfono del abogado del demandante, o del demandante si no tiene abogado, son):

YOUR NAME YOUR PHONE NUMBER

YOUR ADDRESS

Date (Fecha): Clerk, by (Secretario, por) Deputy (Asistente)

[SEAL]

NOTICE TO THE PERSON SERVED: You are served AVISO A LA PERSONA QUE RECIBIÓ LA ENTREGA: Esta entrega se realiza

- a. [X] as an individual. (a usted como individuo.)
b. [ ] on behalf of respondent who is a (en nombre de un demandado que es):
(1) [ ] minor (menor de edad)
(2) [ ] ward or conservatee (dependiente de la corte o pupilo)
(3) [ ] other (specify) (otro - especifique):

(Read the reverse for important information.) (Lea importante información al dorso.)

### **WARNING—IMPORTANT INFORMATION**

**WARNING:** California law provides that, for purposes of division of property upon dissolution of a marriage or domestic partnership or upon legal separation, property acquired by the parties during marriage or domestic partnership in joint form is presumed to be community property. If either party to this action should die before the jointly held community property is divided, the language in the deed that characterizes how title is held (i.e., joint tenancy, tenants in common, or community property) will be controlling, and not the community property presumption. You should consult your attorney if you want the community property presumption to be written into the recorded title to the property.

### **STANDARD FAMILY LAW RESTRAINING ORDERS**

**Starting immediately, you and your spouse or domestic partner are restrained from**

1. Removing the minor child or children of the parties, if any, from the state without the prior written consent of the other party or an order of the court;
2. Cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of any insurance or other coverage, including life, health, automobile, and disability, held for the benefit of the parties and their minor child or children;
3. Transferring, encumbering, hypothecating, concealing, or in any way disposing of any property, real or personal, whether community, quasi-community, or separate, without the written consent of the other party or an order of the court, except in the usual course of business or for the necessities of life; and
4. Creating a nonprobate transfer or modifying a nonprobate transfer in a manner that affects the disposition of property subject to the transfer, without the written consent of the other party or an order of the court. Before revocation of a nonprobate transfer can take effect or a right of survivorship to property can be eliminated, notice of the change must be filed and served on the other party.

You must notify each other of any proposed extraordinary expenditures at least five business days prior to incurring these extraordinary expenditures and account to the court for all extraordinary expenditures made after these restraining orders are effective. However, you may use community property, quasi-community property, or your own separate property to pay an attorney to help you or to pay court costs.

### **ADVERTENCIA – INFORMACIÓN IMPORTANTE**

**ADVERTENCIA:** De acuerdo a la ley de California, las propiedades adquiridas por las partes durante su matrimonio o pareja de hecho en forma conjunta se consideran propiedad comunitaria para los fines de la división de bienes que ocurre cuando se produce una disolución o separación legal del matrimonio o pareja de hecho. Si cualquiera de las partes de este caso llega a fallecer antes de que se divida la propiedad comunitaria de tenencia conjunta, el destino de la misma quedará determinado por las cláusulas de la escritura correspondiente que describen su tenencia (por ej., tenencia conjunta, tenencia en común o propiedad comunitaria) y no por la presunción de propiedad comunitaria. Si quiere que la presunción comunitaria quede registrada en la escritura de la propiedad, debería consultar con un abogado.

### **ÓRDENES DE RESTRICCIÓN NORMALES DE DERECHO FAMILIAR**

**En forma inmediata, usted y su cónyuge o pareja de hecho tienen prohibido:**

1. Llevarse del estado de California a los hijos menores de las partes, si los hubiera, sin el consentimiento previo por escrito de la otra parte o una orden de la corte;
2. Cobrar, pedir prestado, cancelar, transferir, deshacerse o cambiar el nombre de los beneficiarios de cualquier seguro u otro tipo de cobertura, tal como de vida, salud, vehículo y discapacidad, que tenga como beneficiario(s) a las partes y su(s) hijo(s) menor(es);
3. Transferir, gravar, hipotecar, ocultar o deshacerse de cualquier manera de cualquier propiedad, inmueble o personal, ya sea comunitaria, cuasicomunitaria o separada, sin el consentimiento escrito de la otra parte o una orden de la corte, con excepción las operaciones realizadas en el curso normal de actividades o para satisfacer las necesidades de la vida; y
4. Crear o modificar una transferencia no testamentaria de manera que afecte el destino de una propiedad sujeta a transferencia, sin el consentimiento por escrito de la otra parte o una orden de la corte. Antes de que se pueda eliminar la revocación de una transferencia no testamentaria, se debe presentar ante la corte un aviso del cambio y hacer una entrega legal de dicho aviso a la otra parte.

Cada parte tiene que notificar a la otra sobre cualquier gasto extraordinario propuesto, por lo menos cinco días laborales antes de realizarlo, y rendir cuenta a la corte de todos los gastos extraordinarios realizados después de que estas órdenes de restricción hayan entrado en vigencia. No obstante, puede usar propiedad comunitaria, cuasicomunitaria o suya separada para pagar a un abogado o para ayudarle a pagar los costos de la corte.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):

YOUR NAME  
YOUR ADDRESS

NOTE: YOU MUST WRITE YOUR NAME AND YOUR SPOUSE'S NAME THE SAME WAY THROUGHOUT YOUR FORMS.

FOR COURT USE ONLY

TELEPHONE NO.: YOUR PHONE NUMBER FAX NO. (Optional):

E-MAIL ADDRESS (Optional):

ATTORNEY FOR (Name): SELF-REPRESENTED

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA

STREET ADDRESS:

MAILING ADDRESS:

CITY AND ZIP CODE:

BRANCH NAME:

ASK STAFF TO STAMP FORM WITH CORRECT ADDRESS.

SAMPLE ONLY  
Do not write on this copy!

MARRIAGE OF

PETITIONER: YOUR NAME

RESPONDENT: YOUR HUSBAND/WIFE'S NAME

PETITION FOR

- Dissolution of Marriage
- Legal Separation
- Nullity of Marriage

CHECK THE BOX THAT APPLIES

CASE NUMBER:

LEAVE BLANK

AMENDED

IF YOU ARE FILING FOR DISSOLUTION, CHECK THE BOX(ES) THAT APPLY

1. RESIDENCE (Dissolution only)  Petitioner  Respondent has been a resident of this state for at least six months and of this county for at least three months immediately preceding the filing of this *Petition for Dissolution of Marriage*.

2. STATISTICAL FACTS

a. Date of marriage: DATE YOU MARRIED

b. Date of separation: DATE YOU SEPARATED

DATE YOU SEPARATED MINUS DATE YOU MARRIED

c. Time from date of marriage to date of separation (specify):  
Years: Months:

3. DECLARATION REGARDING MINOR CHILDREN (include children of this relationship born prior to or during the marriage or adopted during the marriage):

a.  There are no minor children.

b.  The minor children are:

Child's name

Birthdate

Age

Sex

Continued on Attachment 3b.

c. If there are minor children of the Petitioner and Respondent, a completed *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)* (form FL-105) must be attached.

d.  A completed voluntary declaration of paternity regarding minor children born to the Petitioner and Respondent prior to the marriage is attached.

4. SEPARATE PROPERTY IF YOU OR YOUR HUSBAND/WIFE HAVE ANY SEPARATE PROPERTY COMPLETE THIS SECTION.

Petitioner requests that the assets and debts listed  in *Property Declaration* (from FL-160)  in Attachment 4  below be confirmed as separate property.

Item

LIST ANY THINGS, MONEY, OTHER PROPERTY OR DEBTS FROM BEFORE MARRIAGE OR AFTER THE DATE YOU AND YOUR HUSBAND/WIFE SEPARATED.

Confirm to

PUT THE NAME OF THE PERSON YOU WANT TO GET EACH OF THE ITEMS YOU LISTED.

ALSO LIST ANYTHING YOU OR YOUR HUSBAND/WIFE HAVE INHERITED OR RECEIVED AS A GIFT AT ANY TIME.

NOTICE: You may redact (black out) social security numbers from any written material filed with the court in this case other than a form used to collect child or spousal support.

MARRIAGE OF (last name, first name of parties):  
**YOUR LAST NAME, FIRST NAME**  
**YOUR HUSBAND/WIFE'S LAST NAME, FIRST NAME**

CASE NUMBER:  
**LEAVE BLANK**

5. DECLARATION REGARDING COMMUNITY AND QUASI-COMMUNITY ASSETS AND DEBTS AS CURRENTLY KNOWN

- a.  There are no such assets or debts subject to disposition by the court in this proceeding.  
b.  All such assets and debts are listed  in *Property Declaration* (form FL-160)  in Attachment 5b.  
 below (specify): LIST ANY THINGS, MONEY, OTHER PROPERTY OR DEBTS YOU OR YOUR HUSBAND/WIFE HAVE ACCRUED OR EARNED DURING THE MARRIAGE (INCLUDING HOUSE, CAR, 401(k), PENSION DEBTS, FURNITURE) NO MATTER WHOSE NAME IT IS IN!

CHECK THE BOX THAT APPLIES

6. Petitioner requests

- a.  dissolution of the marriage based on (1)  irreconcilable and continuing differences of marriage. (2)  incurable insanity. (Fam. Code, §2310(b).) d.  nullity of voidable marriage based on (3)  unsound mind. (Fam. Code, §2210(c).) (4)  fraud. (Fam. Code, §2210(d).) (5)  force. (Fam. Code, §2210(e).) (6)  physical incapacity. (Fam. Code, §2210(f).)
- b.  legal separation (1)  irreconcilable differences. (2)  incurable insanity. (Fam. Code, §2310(b).) (3)  unsound mind. (Fam. Code, §2210(c).) (4)  fraud. (Fam. Code, §2210(d).) (5)  force. (Fam. Code, §2210(e).) (6)  physical incapacity. (Fam. Code, §2210(f).)
- c.  nullity of void marriage based on (1)  incestuous marriage. (Fam. Code, §2200.) (2)  bigamous marriage. (Fam. Code, §2201.)

CHECK THE APPROPRIATE BOX LABELED a THROUGH d AND THE APPROPRIATE INSIDE BOX LABELED (1) THROUGH (6) SEE ITEM 6a FOR AN EXAMPLE.

7. Petitioner requests that the court grant the above relief and make injunctive (including restraining) and other orders as follows:

- |  | Petitioner               | Respondent               | Joint                    | Other                    |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Legal custody of children to .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Physical custody of children to .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Child visitation be granted to .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As requested in form: <input type="checkbox"/> FL-311 <input type="checkbox"/> FL-312 <input type="checkbox"/> FL-341(C) <input type="checkbox"/> FL-341(D) <input type="checkbox"/> FL-341(E) <input type="checkbox"/> Attachment 7c. |                          |                          |                          |                          |
| d. <input type="checkbox"/> Determination of parentage of any children born to the Petitioner and Respondent prior to the marriage.  |                          |                          |                          |                          |
| e. Attorney fees and costs payable by .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |
| f. Spousal support payable to (earnings assignment will be issued).....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |
| g. <input type="checkbox"/> Terminate the court's jurisdiction (ability) to award spousal support to Respondent.   |                          |                          |                          |                          |
| h. <input checked="" type="checkbox"/> Property rights be determined.  |                          |                          |                          |                          |
| i. <input type="checkbox"/> Petitioner's former name be restored to (specify):   |                          |                          |                          |                          |
| j. <input type="checkbox"/> Other (specify):   |                          |                          |                          |                          |

CHECK IF YOU WANT SPOUSAL SUPPORT.

CHECK 7g IF YOU DO NOT WANT TO PAY SPOUSAL SUPPORT TO YOUR HUSBAND/WIFE.

CHECK BOX 7i AND WRITE YOUR FULL MAIDEN NAME HERE IF YOU WANT IT BACK

Continued on Attachment 7j.

8. Child support-If there are minor children born to or adopted by the Petitioner and Respondent before or during this marriage, the court will make orders for the support of the children upon request and submission of financial forms by the requesting party. An earnings assignment may be issued without further notice. Any party required to pay support must pay interest on overdue amounts at the "legal" rate, which is currently 10 percent.

9. I HAVE READ THE RESTRAINING ORDERS ON THE BACK OF THE SUMMONS, AND I UNDERSTAND THAT THEY APPLY TO ME WHEN THIS PETITION IS FILED.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: TODAY'S DATE

PRINT YOUR NAME HERE \_\_\_\_\_  
(TYPE OR PRINT NAME)

▶ SIGN YOUR NAME HERE \_\_\_\_\_  
(SIGNATURE OF PETITIONER)

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

▶ \_\_\_\_\_  
(SIGNATURE OF ATTORNEY FOR PETITIONER)

**NOTICE:** Dissolution or legal separation may automatically cancel the rights of a spouse under the other spouse's will, trust, retirement plan, power of attorney, pay on death bank account, survivorship rights to any property owned in joint tenancy, and any other similar thing. It does not automatically cancel the right of a spouse as beneficiary of the other spouse's life insurance policy. You should review these matters, as well as any credit cards, other credit accounts, insurance policies, retirement plans, and credit reports to determine whether they should be changed or whether you should take any other actions. However, some changes may require the agreement of your spouse or a court order (see Family Code sections 231-235).

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State bar number, and address):  <b>YOUR NAME</b> <b>YOUR ADDRESS</b>  TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): <b>Self Represented</b>	<b>FOR COURT USE ONLY</b>  <b>SAMPLE ONLY</b>  <b>Do not write on this copy!</b>
<b>SUPERIOR COURT OF CALIFORNIA</b> <b>COUNTY OF SANTA CLARA</b> <b>FAMILY DIVISION</b>	CASE NUMBER: <b>LEAVE BLANK</b>
<b>DECLARATION OF RESIDENCE</b> (For Family Law and Parentage Actions Only)	

*This declaration must be filed with all new family law actions (including, but not limited to, dissolution, legal separation and nullity), and all new actions started under the Uniform Parentage Act (UPA) (including UPA actions filed simultaneously with a Domestic Violence Prevention Act case). Cases assigned to Department 101 (Domestic Violence Prevention Act that are not filed simultaneously with a UPA action, Civil Harassment, Elder Abuse, and Workplace Violence cases) and those filed by Department of Child Support Services (DCSS) are exempt from this requirement.*

I am the Petitioner in this case and declare under penalty of perjury that (check one of the boxes labeled 1, 2 or 3):

1.  I live in Santa Clara County, and my residence is currently located in the zip code area checked below.  
 OR  
 I do not live in Santa Clara County, but the Respondent lives in the County and his or her residence is currently located in the zip code area listed below.

**CHECK ONE, ASK STAFF IF NEITHER ONE APPLIES**

If either box is checked above, please

**FIND THE CORRECT ZIP CODE AND CHECK THE CORRECT BOXES**

- Central County - Courthouse**
- 95030  95033  95042  95101  95110  95111  95112  95113  95115  95116  95117
- 95118  95120  95121  95122  95123  95124  95125  95126  95127  95130  95131
- 95132  95133  95135  95136  95138  95139  95140  95148  95192  95193
- North County - Courthouse located at 605 W. El Camino Real, Sunnyvale, CA 94087**
- 94022  94024  94035  94040  94041  94043  94063  94085  94086  94087  94089
- 94301  94303  94304  94305  94306  95002  95008  95014  95032  95035  95050
- 95051  95053  95054  95070  95128  95129  95134
- South County - Courthouse located at 301 Diana Avenue, Morgan Hill, CA 95037**
- 95013  95020  95021  95037  95038  95046  95119  95141

OR  
 2.  Neither I nor Respondent currently resides in Santa Clara County.

OR  
 3.  I have registered my address as confidential with the Secretary of State's "Safe At Home" program and decline to provide the zip code for my residence.

Date: TODAY'S DATE

SIGN YOUR NAME HERE  
 \_\_\_\_\_  
 Signature of Petitioner







<p>ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar number, and address</i>):</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 5px;">YOUR NAME YOUR ADDRESS</div> <p>TELEPHONE NO.:</p> <p>E-MAIL ADDRESS (<i>Optional</i>):</p> <p>ATTORNEY FOR (<i>Name</i>):</p>	<p><b>NOTE: YOU MUST WRITE YOUR NAME AND YOUR SPOUSE'S NAME THE SAME WAY THROUGHOUT YOUR FORMS.</b></p>
<p><b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA</b></p> <p>STREET ADDRESS: <div style="border: 1px solid black; padding: 2px; display: inline-block;">ASK STAFF TO STAMP</div></p> <p>MAILING ADDRESS: <div style="border: 1px solid black; padding: 2px; display: inline-block;">FORM WITH CORRECT</div></p> <p>CITY AND ZIP CODE: <div style="border: 1px solid black; padding: 2px; display: inline-block;">ADDRESS</div></p> <p>BRANCH NAME:</p>	<p>SAMPLE ONLY Do not write on this copy!</p>
<p>PETITIONER: <div style="border: 1px solid black; padding: 2px; display: inline-block;">YOUR NAME</div></p> <p>RESPONDENT: <div style="border: 1px solid black; padding: 2px; display: inline-block;">YOUR HUSBAND/WIFE'S NAME</div></p>	
<p><b>PROOF OF SERVICE OF SUMMONS</b></p>	<p>CASE NUMBER:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 100px; text-align: center;">LEAVE BLANK</div>

1. At the time of service I was at least 18 years of age and not a party to this action. I served the respondent with copies of:
- a.  Family Law—Marriage: *Petition—Marriage* (form FL-100), *Summons* (form FL-110), and blank *Response—Marriage* (form FL-120)

-or-

  - b.  Family Law—Domestic Partnership: *Petition—Domestic Partnership* (form FL-103), *Summons* (form FL-110), and blank *Response—Domestic Partnership* (form FL-123)

-or-

  - c.  Uniform Parentage: *Petition to Establish Parental Relationship* (form FL-200), *Summons* (form FL-210), and blank *Response to Petition to Establish Parental Relationship* (form FL-220)

-or-

  - d.  Custody and Support: *Petition for Custody and Support of Minor Children* (form FL-260), *Summons* (form FL-210), and blank *Response to Petition for Custody and Support of Minor Children* (form FL-270)

MARK THE BOXES OF ANY ATTACHED FORMS. **and**

- e.  (1)  Completed and blank *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act* (form FL-105)
- (2)  Completed and blank *Declaration of Disclosure* (form FL-140)
- (3)  Completed and blank *Schedule of Assets and Debts* (form FL-142)
- (4)  Completed and blank *Income and Expense Declaration* (form FL-150)
- (5)  Completed and blank *Financial Statement (Simplified)* (form FL-155)
- (6)  Completed and blank *Property Declaration* (form FL-160)
- (7)  *Request for Order* (form FL-300), and blank *Responsive Declaration to Request for Order* (form FL-320)
- (8)  Other (*specify*):  
ADR Options (Local Form FM-1021),  
Family Law Notice (Local Form FM-1050)

2. Address where respondent was served:

THE SERVER WRITES IN THE ADDRESS WHERE YOUR HUSBAND/WIFE WAS SERVED (HANDED) A COPY OF THE FILED COURT PAPERS.

3. I served the respondent by the following means (*check proper box*):

- a.  **Personal service.** I personally delivered the copies to the respondent (Code Civ. Proc., § 415.10) on (*date*): 

DATE OF SERVICE

 at (*time*): 

TIME OF SERVICE (INCLUDE AM OR PM)
- b.  **Substituted service.** I left the copies with or in the presence of (*name*):  
who is (*specify title or relationship to respondent*):
  - (1)  **(Business)** a person at least 18 years of age who was apparently in charge at the office or usual place of business of the respondent. I informed him or her of the general nature of the papers.
  - (2)  **(Home)** a competent member of the household (at least 18 years of age) at the home of the respondent. I informed him or her of the general nature of the papers.

PETITIONER: <span style="border: 1px solid black; padding: 2px;">YOUR NAME</span>	CASE NUMBER: <span style="border: 1px solid black; padding: 2px;">LEAVE BLANK</span>
RESPONDENT: <span style="border: 1px solid black; padding: 2px;">YOUR HUSBAND/WIFE'S NAME</span>	

3. b. (cont.) on (date): \_\_\_\_\_ at (time): \_\_\_\_\_

I thereafter mailed additional copies (by first class, postage prepaid) to the respondent at the place where the copies were left (Code Civ. Proc., § 415.20b) on (date): \_\_\_\_\_

A **declaration of diligence** is attached, stating the actions taken to first attempt personal service.

c.  **Mail and acknowledgment service.** I mailed the copies to the respondent, addressed as shown in item 2, by first-class mail, postage prepaid, on (date): \_\_\_\_\_ from (city): \_\_\_\_\_

(1)  with two copies of the *Notice and Acknowledgment of Receipt* (form FL-117) and a postage-paid return envelope addressed to me. **(Attach completed Notice and Acknowledgment of Receipt (form FL-117).)** (Code Civ. Proc., § 415.30.)

(2)  to an address outside California (by registered or certified mail with return receipt requested). **(Attach signed return receipt or other evidence of actual delivery to the respondent.)** (Code Civ. Proc., § 415.40.)

d.  **Other** (specify code section): \_\_\_\_\_

Continued on Attachment 3d.

4. The "NOTICE TO THE PERSON SERVED" on the *Summons* was completed as follows (Code Civ. Proc., §§ 412.30, 415.10, 474):

a.  As an individual **or**

b.  On behalf of respondent who is a

(1)  minor. (Code Civ. Proc., § 416.60.)

(2)  ward or conservatee. (Code Civ. Proc., § 416.70.)

(3)  other (specify): \_\_\_\_\_

5. **Person who served papers**

Name: NAME OF SERVER (PERSON WHO HANDED THE PAPERS TO YOUR HUSBAND/WIFE )

Address: SERVER'S ADDRESS

Telephone number: SERVER'S PHONE NUMBER

This person is

a.  exempt from registration CHECK ONE and Professions Code section 22350(b).

b.  not a registered California process server.

c.  a registered California process server:  an employee or  an independent contractor

(1) Registration no.: \_\_\_\_\_

(2) County: \_\_\_\_\_

d. **The fee** for service was (specify): \$ \_\_\_\_\_

6.  **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

-or-

7.  **I am a California sheriff, marshal, or constable**, and I certify that the foregoing is true and correct.

Date: DATE SERVER SIGNS

SERVER PRINTS THEIR NAME HERE

(NAME OF PERSON WHO SERVED PAPERS)

SERVER SIGNS HERE

(SIGNATURE OF PERSON WHO SERVED PAPERS)