



**Resource Center for Self-Represented Litigants  
110 N. Grand Ave., Los Angeles, CA 90012**



**Ticket to: Dissolution Series Workshop 2 – Form Completion**

***Monday – Friday 8:00 a.m.***

**Walk-in workshop – Only the first 6 litigants will be admitted**

**REMEMBER – if this worksheet is incomplete, you will not be admitted to Workshop #2**

**IMPORTANT!**

You must bring the following items or you will not be admitted to your appointment.

- 1) This worksheet, fully completed
- 2) Two copies of your tax returns from the last 2 years you filed to be given to your spouse – please black out any social security numbers
- 3) Your 3 most recent pay stubs
- 4) Documents related to:
  - a. Real Property (houses, land) – for example, the deed, legal description
  - b. Pensions/401k/Retirement Accounts – for example, recent statements

**\*\*\*We anticipate that the workshop will take approximately 4 hours to complete. Please park at a location that will allow you to stay for the entire time. Due to the sensitive nature of the workshop, minor children are not allowed at this workshop.\*\*\***

\*\*\*\*\*

**Your Information:**

Name: \_\_\_\_\_ AKA – any other legal names: \_\_\_\_\_

Address: \_\_\_\_\_ (Note – your spouse will get a copy of all your documents so do not use your home address if it’s not safe for your spouse to have it)

Phone Number: \_\_\_\_\_ spouse to have it)

Have you or your spouse lived in California for 6 months? Yes No

Have you lived in LA county for 3 months? Yes No If no, you may need to file in a different county.

**Your Spouse's information:**

Name: \_\_\_\_\_ AKA – any other legal names: \_\_\_\_\_

Address: \_\_\_\_\_

**Other Cases:**

Are you or your spouse involved in any other legal cases such as a bankruptcy, personal injury lawsuit, or previous divorce case? If yes, please describe and list the case number \_\_\_\_\_

**Restraining Orders?**

Have you asked for a Restraining Order against your spouse? **Yes No** If yes, what is the case number? \_\_\_\_\_

Has your spouse asked for a Restraining Order against you? **Yes No** If yes, what is the case number? \_\_\_\_\_

\*\*\*\*Please bring copies of any Restraining Orders with you to the next workshop\*\*\*\*

**Is the Respondent in the Military?** (circle one) **Yes No**

If the other party is in the military, you must let the court know – there are special laws that protect people from having a default entered against them while they are on active duty.

If you and your spouse have any minor children (younger than 18) please fill in the following information:

Name of Oldest Child \_\_\_\_\_ Date of Birth: \_\_\_\_\_, Place of Birth \_\_\_\_\_

Name of Second Child \_\_\_\_\_ Date of Birth: \_\_\_\_\_, Place of Birth \_\_\_\_\_

Name of Third Child \_\_\_\_\_ Date of Birth: \_\_\_\_\_, Place of Birth \_\_\_\_\_



If you are uncertain of the date of birth, check the birth certificate or other records. List additional children on another page or the back of this sheet.

**What date were you married?** \_\_\_\_\_

If you don't remember, please check your marriage certificate.

**What date did you separate?** \_\_\_\_\_

When one spouse communicated to the other that they no longer wanted to be married, and didn't later reconcile.

**What is the length of time from your date of marriage to your date of separation?**

Years \_\_\_\_\_ Months \_\_\_\_\_

**What type of case do you want to start?**

- Dissolution (Divorce)**
- Legal Separation**
- Nullity** – speak with us about possible grounds for annulment if you think this applies to you.

**Do you need to apply for a fee waiver?** \_\_\_\_\_

The cost is \$435 to file a divorce, but you may be able to get permission from the court to not pay by filling out a fee waiver.

**Spousal Support?**

**Do you want to ask the other person to pay you support? (circle one) Yes No**

Based on what we discussed in the workshop, what reasons will you have for requesting support?

\_\_\_\_\_  
\_\_\_\_\_

**Do you want to stop the other person from asking you for support in the future? (circle one) Yes No**

If you were married for more than 10 years, you probably will not be able to prevent them from having the ability to request support in the future. Just because they have the ability to request support does not necessarily mean the judge will grant it, the judge will look at the facts of your particular case.

**Do you wish to have your maiden/previous name restored?** (circle one) **Yes No**

If Yes, what is your maiden/previous name? \_\_\_\_\_

**Who do your minor child/ren live with now?** \_\_\_\_\_

**What is the current address where your child/ren live?** \_\_\_\_\_

\_\_\_\_\_

**Where did your child/ren live before that? (List any prior addresses for the children for the PAST FIVE YEARS in reverse chronological order. Use the back if you need more space):**

1. Address \_\_\_\_\_

Lived there from \_\_\_\_\_ until \_\_\_\_\_

2. Address \_\_\_\_\_

Lived there from \_\_\_\_\_ until \_\_\_\_\_

**Are there any other legal cases involving your minor children? (circle one) Yes No. If yes, what are they?** \_\_\_\_\_

If there are any cases involving you and your spouse or the children, please bring that information with you.

**Are you and the children protected by any orders (for example, a Restraining Order)? (circle one) Yes No** If yes, what is the case number? \_\_\_\_\_

## Custody and Visitation of the Minor Child/ren

### Legal Custody

Who do you think should make medical, education, or other decisions for the child/ren?  
\_\_\_\_\_ This could be you (sole), the other parent (sole), or both of you together (joint).

### Physical Custody

Where do you think the child/ren should live most of the time? \_\_\_\_\_ This could be you (sole), the other parent (sole), or both of you together (joint).

**Parenting Time** - Use another page or the back of this sheet to record additional notes on what schedule you prefer

- What schedule do you want the child/ren to have for being with each parent? Write here or on the FL-311 \_\_\_\_\_
- Are there certain holidays that you want them to spend with you or the other parent? \_\_\_\_\_
- Are you worried that the child/ren might not be safe alone with the other parent and need to ask for supervised or no visitation? \_\_\_\_\_

## Child Support

If you have children under age 18 with the other parent, the Court can make orders for child support. To calculate child support, the Court will look at your income, your spouse's income and the amount of visitation you each have with the child. The Court can use either actual income, or imputed income.

### FINANCIAL INFORMATION

In order to complete your paperwork when you return to the Center, you must gather the following information.

1. **Your spouse's income.** Is your spouse working? \_\_\_\_\_ If yes, how much does your spouse earn per month? \_\_\_\_\_

2. **Your income.** Current or most recent job information:

Occupation/Title: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date if no longer there: \_\_\_\_\_

How many hours do you work per week? \_\_\_\_\_

List income from this job and any other sources below.





## Investment Income

	Last Month	Average Monthly for the last year
Dividends/Interest		
Rental Property Income (Note: bring rental expenses with you to your appointment)		
Trust Income		

### Deductions

\$ \_\_\_\_\_ Medical, hospital, dental health premiums paid by you

\$ \_\_\_\_\_ Required retirement (NOT social sec, FICA, 401k)

\$ \_\_\_\_\_ Required union dues

\$ \_\_\_\_\_ Necessary non-reimbursed job related expenses

\$ \_\_\_\_\_ Spousal support ordered for other marriages

\$ \_\_\_\_\_ Child support for children from other relationships

### Monthly expenses for your minor child/ren:

Child care expenses (so that you can get a job or train for a job)? \_\_\_\_\_

Medical expenses not covered by insurance (e.g. co-pays)? \_\_\_\_\_

Travel expenses for visitation? \_\_\_\_\_

Educational or other special expenses? \_\_\_\_\_

**Monthly Expenses**

**3. HOUSEHOLD BUDGET – Average Monthly Expenses**

The expenses listed here are: (check one)

Estimated \_\_\_\_\_ Actual \_\_\_\_\_ Proposed Needs \_\_\_\_\_

\$ \_\_\_\_\_ Rent or Mortgage (Also, note any monthly renter's insurance or repair costs)

\$ \_\_\_\_\_ Utilities (gas \_\_\_\_\_, electric \_\_\_\_\_, water \_\_\_\_\_, trash \_\_\_\_\_)

\$ \_\_\_\_\_ Telephone, cell phone, email

\$ \_\_\_\_\_ Auto/transportation (car insurance \_\_\_\_\_, gas \_\_\_\_\_, repairs \_\_\_\_\_, bus \_\_\_\_\_)

\$ \_\_\_\_\_ Groceries and Household Items

\$ \_\_\_\_\_ Clothes

\$ \_\_\_\_\_ Laundry and cleaning supplies

\$ \_\_\_\_\_ Health Costs not covered by Insurance

\$ \_\_\_\_\_ Eating Out

\$ \_\_\_\_\_ Insurance (Life or accident, NOT car, health, or home)

\$ \_\_\_\_\_ Education

\$ \_\_\_\_\_ Entertainment, gifts, vacation

\$ \_\_\_\_\_ Charitable Contributions

\$ \_\_\_\_\_ Savings and Investment

\$ \_\_\_\_\_ Child Care



Do you have health insurance available for the minor child/ren through your job? \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Monthly Cost for minor child/ren's insurance (is or would be) \_\_\_\_\_

**Other Monthly Expenses (Credit card debts, car payments, etc):**

\$ \_\_\_\_\_ Car Loan - Balance owed? \_\_\_\_\_

\$ \_\_\_\_\_ Credit Card (name of card) \_\_\_\_\_ Balance owed? \_\_\_\_\_

\$ \_\_\_\_\_ Credit Card (name of card) \_\_\_\_\_ Balance owed? \_\_\_\_\_

\$ \_\_\_\_\_ Medical Bill (name of creditor) \_\_\_\_\_ Balance owed? \_\_\_\_\_

\$ \_\_\_\_\_ Student Loan (name of loan company) \_\_\_\_\_ Balance owed? \_\_\_\_\_

\$ \_\_\_\_\_ Other \_\_\_\_\_

\$ \_\_\_\_\_ Other \_\_\_\_\_

\$ \_\_\_\_\_ **TOTAL MONTHLY EXPENSES** (Add up all lines from this page)

Check that your total Monthly expenses calculation is correct? Is that what you spend each month, or have you counted some expenses in two categories?

# PROPERTY - Community and Separate

**NOTE - For all property listed below, you will need to decide what type of property it is – Community or Separate – and how you want to divide it. For example, will you keep it, or your spouse, or will you divide it 50/50?**

## 1. House or Real Property

Bring the LEGAL DESCRIPTION of the property. You may also bring the deed; the deed is the legal document which shows the ownership. The deed will include the following information:

Lot number: \_\_\_\_\_

Parcel/ Tract number: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State and zip code: \_\_\_\_\_

How much could you sell it for today (What is the Fair Market Value (FMV): \$ \_\_\_\_\_

How much do you still owe on the Mortgage: \$ \_\_\_\_\_

To find an estimate of the value of your home, you may use an online estimator such as <http://www.zillow.com> or a recent assessment.

Date purchased: \_\_\_\_\_



*Check all that apply:* Is this house Community Property \_\_\_\_\_, My Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_.

What do you want to do with the house? Do you want to divide it, keep it? \_\_\_\_\_

## 2. Cars – if you don't know the value, one option is [www.kbb.com](http://www.kbb.com) (Kelly Blue Book)

Car 1: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

License Plate# \_\_\_\_\_ or VIN \_\_\_\_\_ Date Purchased: \_\_\_\_\_

Value: \_\_\_\_\_ Amount Owed on Car: \_\_\_\_\_

*Check all that apply:* Is this car Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_.

Who will keep this car?

\_\_\_\_\_





Car 2: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
License Plate# \_\_\_\_\_ or VIN \_\_\_\_\_ Date Purchased: \_\_\_\_\_  
Value: \_\_\_\_\_ Amount Owed on Car: \_\_\_\_\_  
*Check all that apply:* Is this car Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_.  
Who will keep this car? \_\_\_\_\_

Car 3: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
License Plate# \_\_\_\_\_ or VIN \_\_\_\_\_ Date Purchased: \_\_\_\_\_  
Value: \_\_\_\_\_ Amount Owed on Car: \_\_\_\_\_  
*Check all that apply:* Is this car Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_.  
Who will keep this car? \_\_\_\_\_

### 3. Checking and/or Savings accounts (Include Credit Unions)

List the name of the banks or creditors and **the last four numbers** of the account numbers.

EXAMPLE: Bank: Chase Type of Acct: Petitioner's Checking  
Acct# 9876 When Earned: Since 1/2013

1. Bank : \_\_\_\_\_ Type of Acct: \_\_\_\_\_ Acct# \_\_\_\_\_ (last 4 digits only)  
When Earned: \_\_\_\_\_ Balance: \_\_\_\_\_  
*Check all that apply:* Is this account Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_

2. Bank : \_\_\_\_\_ Type of Acct: \_\_\_\_\_ Acct# \_\_\_\_\_  
When Earned: \_\_\_\_\_ Balance: \_\_\_\_\_  
*Check all that apply:* Is this account Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_

### 4. Pension/Retirement/401K

List the name of the employer that the retirement is through. Also, bring the name of the company that holds the account.



#### **Your Retirement/Pension** (If you have one) -

Employer's Name: \_\_\_\_\_ Name of Pension Plan: \_\_\_\_\_

Total Value: \$ \_\_\_\_\_ Contribution Dates: \_\_\_\_\_

*Check all that apply:* Is this pension Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_.  
What orders do you want the Court to make about this pension plan? \_\_\_\_\_

**Your Spouse's Retirement** (if he or she has one) -

Employer's Name: \_\_\_\_\_ Name of Pension Plan: \_\_\_\_\_ Total Value: \$\_\_\_\_\_ Contribution Dates: \_\_\_\_\_

*Check all that apply:* Is this pension Community Property \_\_\_\_\_, My Separate Property \_\_\_\_\_ or My spouse's Separate Property \_\_\_\_\_.

What orders do you want the Court to make about this pension plan? \_\_\_\_\_

\*\*\*\*\*If part of the pension was earned during the marriage and part of it before or after, you may need to contact the pension plan to determine these amounts\*\*\*\*\*

**5. Other Property including Household Property**

For all property list the current market value – i.e. how much would it be worth if you were to sell it at a garage sale, on ebay, or on craigslist etc. Also indicate WHEN each item was purchased.

For each item, list identifying information, for example:

Instead of just listing "2 TVs," list "22 inch Panasonic and 42 inch Sony"

Instead of just listing "jewelry," list "silver ring with blue stone"

For each of the following items of property, characterize it as Mine, My Spouse's, or the Community.

**List any and all 1) Household Furnishings** (for example, bedroom furniture, blue lamp, living room sofa, etc.), **2) Appliances and Electronics** (for example, washer dryer, TV, DVD player, iPod, etc), **3) Art, Jewelry or Collectibles.**

<u>Value</u>	<u>Name of item</u>	<u>When purchased</u>	<u>Character? Circle one or more:</u>	<u>Who gets it?</u>
\$_____	_____	_____	Mine/My Spouse/Community?	_____
\$_____	_____	_____	Mine/My Spouse/Community?	_____
\$_____	_____	_____	Mine/My Spouse/Community?	_____
\$_____	_____	_____	Mine/My Spouse/Community?	_____
\$_____	_____	_____	Mine/My Spouse/Community?	_____
\$_____	_____	_____	Mine/My Spouse/Community?	_____
\$_____	_____	_____	Mine/My Spouse/Community?	_____

## 6. Credit Cards

EXAMPLE: Type of Card: Bank of America Visa Card Acct#: xxxx1234

When: The time period when the money was spent Balance: \$567



- Type of Card: \_\_\_\_\_ Acct#: \_\_\_\_\_ When? \_\_\_\_\_ Balance: \_\_\_\_\_  
Circle one : Mine/My Spouse/Community . Who should pay this debt? \_\_\_\_\_
- Type of Card: \_\_\_\_\_ Acct#: \_\_\_\_\_ When? \_\_\_\_\_ Balance: \_\_\_\_\_  
Circle one: Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_
- Type of Card: \_\_\_\_\_ Acct#: \_\_\_\_\_ When? \_\_\_\_\_ Balance: \_\_\_\_\_  
Circle one: Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_
- Type of Card: \_\_\_\_\_ Acct#: \_\_\_\_\_ When? \_\_\_\_\_ Balance: \_\_\_\_\_  
Circle one: Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_

## 7. Other Debts

You are required to disclose debts as well as property.

- Personal Loan (List Lender) \_\_\_\_\_ Amount Owed \_\_\_\_\_ When Debt was Acquired? \_\_\_\_\_  
\_\_\_\_\_ Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_
- Personal Loan (List Lender) \_\_\_\_\_ Amount Owed \_\_\_\_\_ When Debt was Acquired? \_\_\_\_\_  
\_\_\_\_\_ Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_
- Debt to Landlord (Where/When/Who) \_\_\_\_\_ Amount Owed \_\_\_\_\_  
\_\_\_\_\_ Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_
- IRS back taxes – year: \_\_\_\_\_ Amount Owed \_\_\_\_\_  
\_\_\_\_\_ Mine/My Spouse/Community. Who should pay this debt? \_\_\_\_\_
- Student Loan: School \_\_\_\_\_ Year \_\_\_\_\_ Amount Owed \_\_\_\_\_  
Lender \_\_\_\_\_ Who was the student? \_\_\_\_\_
- Other Debt \_\_\_\_\_ Amount Owed \_\_\_\_\_ When? \_\_\_\_\_  
Who should pay this debt? \_\_\_\_\_
- Other Debt \_\_\_\_\_ Amount Owed \_\_\_\_\_ When? \_\_\_\_\_  
Who should pay this debt? \_\_\_\_\_

Also think about if there are community debts that you paid off SINCE YOU SEPARATED.

Debts paid since separation:

Type of Debt \_\_\_\_\_ Amount Paid \_\_\_\_\_ When ? \_\_\_\_\_

Type of Debt \_\_\_\_\_ Amount Paid \_\_\_\_\_ When ? \_\_\_\_\_

**Last Year that you filed your taxes?** \_\_\_\_\_

Filing status on taxes, e.g married, married filing separately? \_\_\_\_\_

## Service

Who is going to “serve” the other party (deliver the papers to the other person)? \_\_\_\_\_

Remember, you may not serve the other party. The papers must be served by someone over the age of 18 who will complete the proof of service by summons (FL-115). If you don't have someone in mind, other options are to hire a process server, or ask the Sheriff for assistance (they will assist for free with a fee waiver, otherwise they charge a fee for this service).

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### **PLEASE REMEMBER TO BRING DOCUMENTS RELATED TO:**

Real Property (houses, land)

Pensions/Retirement Accounts/401k

Your 3 Most Recent Pay Stubs

Last 2 Years of Tax Returns

**Double check: is there anything you OR your spouse owns that you have not listed above?**

Remember all earnings and all debts during the marriage are community property – it does not matter whose name was on it or which party was working.

Separate property is debts or earnings before the marriage or after separation, as well as gifts and inheritance given to one party at any time. Separate property must still be listed.