

CALIFORNIA COURTS SELF-HELP CENTER

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**INSTRUCTIONS: Form FL-342
Child Support Information and Order Attachment**

This is an order.

You may use this form as an attachment to a judgment, agreement, or findings and order after hearing.

A family law facilitator can help you fill out any child support form at no charge.

- A. Petitioner/Plaintiff:**
- The name of the petitioner/plaintiff (usually your name).
- B. Respondent/Defendant:**
- The name of the respondent/defendant.
- C. Case number:**
- Always use the same case number that the court clerk assigned when you began your case.
- D. Attachment to:**
- Check the box that names the form that you are attaching this form to.
- E. 1. Printout attached:**
- If you have a copy of a computer printout that calculates the expected amount of child support, check this box.
 - Attach the printout to this form. You do not have to fill out items 2-4 if you attach a printout.
 - A family law facilitator can help you fill out this form for free.
- F. 2a. Monthly income:**
- Write the monthly income for the child's mother and for the child's father.
 - "Gross income" is the amount you get paid before you pay taxes. "Net income" is the amount you take home after you have paid taxes. You can write your gross income, your net income, or both.
 - If you or the other parent is receiving TANF or CalWORKS, check that box.
- G. 2b. Imputed income:**
- If the mother or father of the child is not working but could work and earn money, check the box for "mother" or "father" and write the amount of money that the judge says the parent could earn. Write whether this is per week, per month, or per year.
- H. 3. Children of this relationship:**
- For question 3a, write how many children will be getting support through this order.
 - For question 3b, write how much time the children spend with the mother and with the father.
- I. 4a. Hardships:**
- Check box 4 if the mother or the father of the child(ren) is claiming special reasons to change the regular child support order.
 - Check box 4a if the mother or the father is supporting any other minor children. Write how much support is being paid. Write the date when the support payments will end.
- J. 5. Low-income adjustment order:**
- Check box 4b if the mother or the father has to pay big, unusual medical bills. Write the amount of the bills. Write the date when the medical expenses will end.
 - Check box 4c if the mother or the father lost a lot of money or property. Write the amount lost. Write the date the loss happened.
- K. 6a. Base child support order:**
- Check the box saying whether the mother or the father is paying child support.
 - For each child receiving support, write the child's name, the child's birth date, the amount of child support every month, and the name of the adult receiving the child support payments. If you are the one receiving child support, write your name in the column marked "Payable to."
 - Check the appropriate box for the payment schedule. The child support payment is either once a month (at the beginning of the month) or twice a month (at the beginning and the middle of the month). If the judge orders a different payment schedule, check the box marked "Other" and write in the schedule ordered.
- L. 6b. Mandatory additional child support order:**
- If the mother or the father is paying for child care, check box 6b(1).
 - Check the boxes saying how much of the cost of child care the mother and/or the father should pay and write in the amount(s).
 - If there are any special arrangements for payments of child care, check the box marked "Costs to be paid as follows" and describe them here.

PETITIONER / PLAINTIFF: PAT GARCIA RESPONDENT / DEFENDANT: CHRIS JONES OTHER PARENT:	CASE NUMBER: 123-456
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CHILD SUPPORT INFORMATION AND ORDER ATTACHMENT

D Attachment to Findings and Order After Hearing Restraining Order After Hearing (CLETS)
 Judgment Other

E THE COURT USED THE FOLLOWING INFORMATION IN DETERMINING THE AMOUNT OF CHILD SUPPORT

1. A printout of a computer calculation and findings is attached and incorporated in this order for all required items not filled out below.

F 2. **INCOME**

	<u>Gross monthly</u> <u>income</u>	<u>Net monthly</u> <u>income</u>	<u>Receiving</u> <u>TANF/CalWORKS</u>
a. Each parent's monthly income is as follows:			
Mother:	\$ 2400	\$	<input type="checkbox"/>
Father:	\$ 2900	\$	<input type="checkbox"/>

G b. Imputation of Income. The court finds that the Mother Father has the capacity to earn: \$
per: and has based the support order upon this imputed income.

H 3. **CHILDREN OF THIS RELATIONSHIP**

a. Number of children who are the subjects of the support order (*specify*): 1

b. Approximate percentage of time spent with: Mother 90 %
Father 10 %

I 4. **HARDSHIPS**

Hardships for the following have been allowed in calculating child support:

	<u>Mother</u>	<u>Father</u>	<u>Approximate ending time for the hardship</u>
a. <input checked="" type="checkbox"/> Other minor children:	\$ 400	\$	2007
b. <input type="checkbox"/> Extraordinary medical expenses:	\$	\$	
c. <input type="checkbox"/> Catastrophic losses:	\$	\$	

THE COURT ORDERS

J 5. **LOW INCOME ADJUSTMENT**

The court finds that the net income of the parent who will pay support is less than \$1,000 per month. Based on the facts presented to the court, the principles provided in Family Code section 4053, and the impact of the contemplated adjustment on the respective net incomes of the mother and father, the court makes the following determination:

a. There shall be no low income adjustment.

b. There shall be a low income adjustment of: \$ _____ per month based upon (*specify*):

K 6. **CHILD SUPPORT**

a. **Base child support**

Mother Father must pay child support beginning (*date*): January 1, 2003 and continuing until further order of the court, or until the child marries, dies, is emancipated, reaches age 19, or reaches age 18 and is not a full-time high school student, whichever occurs first, as follows:

<u>Child's name</u>	<u>Date of birth</u>	<u>Monthly amount</u>	<u>Payable to (name)</u>
Richard Jones	November 26, 1994	\$495	Pat Garcia

Payable on the 1st of the month one-half on the 1st and one-half on the 15th of the month
 other (*specify*):

L b. **Mandatory additional child support**

(1) Child care costs related to employment or reasonably necessary job training.

Mother must pay: 50 % of total or \$ _____ per month child care costs.

Father must pay: 50 % of total or \$ _____ per month child care costs.

Costs to be paid as follows (*specify*):

THIS IS A COURT ORDER

- M. 6b. (Continuation of) mandatory additional child support order:**
- If the mother or the father is paying for health care not covered by insurance, check box 6b(2).
 - Check the boxes saying how much of the cost of health care the mother and/or the father should pay and write in the amount(s).
 - If there are any special arrangements for paying for health care, check the box marked “Costs to be paid as follows” and describe them here.
- N. 6c(1). Additional child support/education:**
- If the mother or the father is paying for education-related expenses or other special needs (such as counseling), check box 6c(1).
 - Check the boxes saying how much of the cost of education-related expenses the mother and/or the father should pay and write in the amount(s).
 - If there are any special arrangements for payments of education-related expenses or other special needs, check the box marked “Costs to be paid as follows” and describe them here.
- O. 6c(2) Additional child support/education:**
- If the mother or the father is paying for travel to or from visitation, check box 6c(2). Check this box if the travel is substantial, such as a plane, train, or bus ride.
 - Check the boxes saying how much of the cost of travel the mother and/or father should pay and write in the amount(s).
 - If there are any special arrangements for paying for travel to or from visitation, check the box marked “Costs to be paid as follows” and describe them here.
- P. Total child support:**
- Add the amounts that the other parent should pay under 6a, b, and c. Write this amount here. This is how much child support the judge is ordering for you.
- Q. 7. Health care expenses:**
- If you or the other parent has health insurance, the judge will order the person with insurance to cover the children.
 - Check box 7b if either of you cannot afford health insurance.
 - Check box 7c if the parent with insurance will ask the insurance company to reimburse any costs paid by the parent who did not purchase the insurance.
- R. 8. Earnings Assignment:**
- The judge will order an earnings assignment for child support. This means that the child support will come directly out of the paycheck of the person who has to pay. The earnings assignment may take a little while to set up. Meanwhile, the person still has to pay child support.
- S. 9. Non-guideline order:**
- You will have to prepare the earnings assignment yourself or get help. The family law facilitator can help you with this form.
 - If you are not following the state guideline for child support, check this box and attach Form FL-342(A), *Non-Guideline Child Support Findings Attachment*.
 - If either of you is receiving public assistance, you must follow the guideline.
- T. 10. Employment search order:**
- Check this box for an order telling the mother or father to look for work. You should check this box if the person who should pay child support quit a job or stopped looking for work in order to avoid paying child support. The judge can add conditions on the type of work that the person must find; for example, the person can be ordered to make at least two job applications per week.
- U. 11. Other orders:**
- Include any other orders here.
- V. 12. Required attachments:**
- Make sure to attach an additional form to this order.
 - Form FL-192, the *Notice of Rights and Responsibilities – Health Care Costs and Reimbursement Procedures*, and *Information Sheet on Changing a Child Support Order*.
 - You can get this form from the family law facilitator, the court clerk, or www.courtinfo.ca.gov
- W. 13. Registry information:**
- In the 10 days after the judge signs this order, you must fill out and file Form FL-191, the *Child Support Case Registry Form*. A family law facilitator can help you fill out this or any other child support form.
 - If any of the information you fill in on the registry form changes, you must let the court know within 10 days; fill out a new form and file it with the court.
- X. Unpaid child support:**
- States the interest penalty for not paying child support.

PETITIONER / PLAINTIFF: PAT GARCIA RESPONDENT / DEFENDANT: CHRIS JONES OTHER PARENT:	CASE NUMBER: DV99 123-456
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THE COURT FURTHER ORDERS

- M** 6. b. **Mandatory additional child support (continued)**
 (2) Reasonable uninsured health care costs for the children
 Mother must pay: 50 % of total or \$ per month.
 Father must pay: 50 % of total or \$ per month.
 Costs to be paid as follows (*specify*):

- N** c. **Additional child support**
 (1) Costs related to the educational or other special needs of the children
 Mother must pay: 50 % of total or \$ per month.
 Father must pay: 50 % of total or \$ per month.
 Costs to be paid as follows (*specify*):

- O** (2) Travel expenses for visitation
 Mother must pay: % of total or \$ per month.
 Father must pay: % of total or \$ per month.
 Costs to be paid as follows (*specify*):

Total child support per month: \$ 495

- Q** 7. **HEALTH CARE EXPENSES**
 a. Health insurance coverage for the minor children of the parties must be maintained by Mother Father, if available at no or reasonable cost through their respective places of employment or self-employment. Both parties are ordered to cooperate in the presentation, collection, and reimbursement of any health care claims.
 b. Health insurance is not available to Mother Father at a reasonable cost at this time.
 c. The party providing coverage must assign the right of reimbursement to the other party.

- R** 8. **EARNINGS ASSIGNMENT**
 a. An *Order/Notice to Withhold Income for Child Support* (form FL-195) must issue. Note: The payor of child support is responsible for the payment of support directly to the recipient until support payments are deducted from the payor's wages, and for any support not paid by the assignment.

- S** 9. **NON-GUIDELINE ORDER**
 This order does not meet the child support guideline set forth in Family Code section 4055. A *Non-Guideline Child Support Findings Attachment* (form FL-342(A)) is attached.

- T** 10. **EMPLOYMENT SEARCH ORDER (Fam. Code, § 4505)**
 Mother Father is ordered to seek employment with the following terms and conditions:

- U** 11. **OTHER ORDERS:**

- V** 12. **REQUIRED ATTACHMENTS**
 A *Notice of Rights and Responsibilities — Health Care Costs and Reimbursement Procedures and Information Sheet on Changing a Child Support Order* (form FL-192) must be attached and is incorporated into this order.

- W** 13. **CHILD SUPPORT CASE REGISTRY FORM**
 Both parties must complete and file with the court a *Child Support Case Registry Form* (form FL-191) within 10 days of the date of this order. Thereafter, the parties must notify the court of any change in the information submitted within 10 days of the change by filing an updated form.

NOTICE: Any party required to pay child support must pay interest on overdue amounts at the "legal" rate, which is currently 10 percent per year.

THIS IS A COURT ORDER