**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA**

Civil and Family Law Courthouse

3055 Cleveland Avenue

Santa Rosa, CA 95403

|  |  |
| --- | --- |
| Family Law Clerk’s Office 707-521-6630 | Family Law Facilitator 707- 521-6545 |
| http://sonoma.courts.ca.gov | http://www.courts.ca.gov |

**CHECKLIST 1**

**DISSOLUTION BY DEFAULT – NO AGREEMENT**

**DISSOLUTION OR LEGAL SEPARATION**

|  |  |
| --- | --- |
| **Money Owed****Petitioner $\_\_\_\_\_\_****Respondent $\_\_\_\_\_\_** | **Clerk’s Notes** |

Case Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Document Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Returned To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Court Box: \_\_\_\_\_\_\_\_\_\_\_\_ or U.S. Mail: \_\_\_\_

This checklist is not a complete list of all legal requirements. The clerk or the judicial officer may require additional information or documentation based on the case, issues, and orders requested. ***An Original and two (2) copies of all documents must be submitted. The originals must be two-hole punched. Any items listed in Clerk’s notes to***

***submitting party on the last page needs to be completed, submitted, or corrected before resubmission.***

|  |  |
| --- | --- |
|  | **FL-100 Petition \_\_\_SPOUSAL SUPPORT REQUESTED**  \_\_\_ Item 1. Completed if Dissolution  \_\_\_ Items 2., 3., 6., Completed  \_\_\_ Item 7. Relief requested should match relief requested in judgment.  \_\_\_ If there are children born prior to marriage, 7.d. must be checked. \_\_\_ If name restoration requested, state name. (**Restoration of name applies to dissolution and nullity only** -Family Code 2080).  |
|  | **FL-105 Declaration Under Uniform Child Custody Act (If there are children.)** |
|  | **FL-110 Summons**  |
|  | **FL-115 Proof of Service - Completed properly.** \_\_\_\_ By Publication/Posting\*\***Service Date: \_\_\_\_\_\_\_\_** \_\_\_\_ By Substituted Service/Certified Mail\*\* |
|  | **FL-165 Request to Enter Default** \_\_\_ Item 2. Completed - Financial information documents must be attached if establishing support  orders, and FL-160 must be attached if dividing community property and/or debt. \_\_\_ Item 3. Completed (Provide address if 3.b. is checked)  \_\_\_ All four signature areas (front and back) completed. \_\_\_ Provide 1 stamped envelope addressed to Respondent and with the Court’s return address.  **FL-141 Declaration Regarding Service of Preliminary and Final Declaration of Disclosure**  \_\_\_ Petitioner’s submitted: \_\_\_\_\_ Prelim \_\_\_\_\_ Final \_\_\_ Boxes under title of form completed. \_\_\_ Item 1. completed  \_\_\_ Item 2. (Preliminary) completed (list date of service, party who served, party that was  served, type of service) \_\_\_ Item 3. (Final) completed (list date of service, party who served, party that was served,  type of service) if serving a final declaration of disclosure. A final declaration of disclosure is  not required per Family Code 2110. However, Box 5.b. must be checked on form FL-170 Declaration for Default.  \_\_\_ Item 4. Waiver of other party’s preliminary and/or final declaration of disclosure. 4a, 4b, or 4c  must be checked. |
|  | **FL-170 Declaration for Default or Uncontested**  \_\_\_ Items 3, 4a, 5.b., and 8 completed.  (If seeking spousal support, FL-157or other written declaration containing F.C. 4320 factors  must be completed and attached) \_\_\_ Items 6 and 7 completed, if children.  \_\_\_ Item 9 must be checked, if children are born prior to marriage.  \_\_\_ Item 12 completed if not previously requested in Petition. (Family Code 2080) |
|  | **FL-180 Judgment**  **\_\_\_** Confirm date marital status ends. Date is 6 months and 1 day from jurisdiction date or can be longer if party wants to extend date. **Date: \_\_\_\_\_\_\_\_\_\_ Upon Entry \_\_\_** **\_\_\_** If requesting Judgment Nunc Pro Tunc must submit Declaration in Support and mark 4.d. \_\_\_ If requesting Reserving jurisdiction over termination of marital status, the status end  date will be blank at the top and 4.a.2. must be marked. \_\_\_ Confirm jurisdiction date at Item 3.   \_\_\_ Confirm 4.f. restoration of name was requested in the Petition and/or Declaration for Default. Restored name must be stated  **(Restoration of name applies to dissolution and nullity only**.) (Family Code 2080). **If children:** \_\_\_ Item 4.i(1) must be completed. \_\_\_ Item 4.i(2) must be checked if children born prior to marriage.**Custody/Visitation**: \_\_\_ Item 4.j. completed as applicable \_\_\_ Terms of custody included. Terms of custody/visitation may not be more restrictive than those  sought in the Petition, but may be more liberal. If including existing orders, those orders must  be attached to the Judgment and incorporated therein. \_\_\_ Judgment matches requests in Petition (or can be more liberal)  \_\_\_ Judgment must contain Family Code 3048 language.  (If using form FL-341 Custody and Visitation Attachment #3 must be marked)  \_\_\_ Supervised visitation request may require a default hearing **Child Support**  **Start date: \_\_\_\_\_\_\_\_\_\_\_**  \_\_\_ Item 4.k. completed as applicable \_\_\_ Attach Dissomaster or other court accepted support calculation \_\_\_ If child support is other than guideline, must contain Family Code 4057 rebuttal or attached Non-Guideline Child Support Findings Attachment Form FL-342 (A)  **\_\_\_** If DCSS is intervened in the case: \_\_\_\_ If establishing or modifying support, DCSS must sign judgment in approval \_\_\_\_ If no change to existing order, attach copy of current support order  \_\_\_ If judgment refers to another child support agency case but they are not  intervened in this case, they do not need to sign off, they need to state the case number \_\_\_ Attach Notices: Form FL-192 and FL-020 \_\_\_ **Must submit completed Form FL-191 Child Support Registry form unless Dept. of Child Support Services is intervened or is handling child support in a separate case, or if child support is set at “zero”.****Spousal Support** \_\_\_ Item 4.l. completed as applicable  **\_\_\_** Number of pages attached listed at Item 5.  |
|   | **FL-190 Notice of Entry of Judgment**  \_\_\_ Item 1, 3, 4, or 5 needs to be checked. \_\_\_ If dissolution, date marital status ends stated in box. \_\_\_ Name and address of both parties listed. Respondent’s must match address listed on FL-165 at item 3(b). \_\_\_ Provide two envelopes, 1 addressed to each party/attorney, with sufficient postage affixed for return of filed documents to each party and with the Court’s address noted as the return  addressed. Attorney/Runner boxes may be used. |

Case Name and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Document Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Clerk’s notes to Submitting Party/Judge:Judicial Officer’s Notes to Clerk:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |