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

Civil and Family Law Courthouse

3055 Cleveland Avenue

Santa Rosa, CA 95403

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| 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 2**

**DISSOLUTION BY DEFAULT – WITH AGREEMENT/MSA**

**DISSOLUTION OR LEGAL SEPARATION**

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| --- | --- |
| **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.***

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|  | **FL-100 Petition (See Fee Schedule for Filing Fee)** \_\_\_ **SPOUSAL SUPPORT REQUESTED**  \_\_\_ Item 1. Completed if Dissolution  \_\_\_ Item 2, 3, 6 and 7, completed  \_\_\_ 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 (If attachments are checked, they must be attached for filing.)  \_\_\_ 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 Court’s return address |
|  | **FL-141 Declaration Regarding Service of Preliminary and Final Declaration of Disclosure**  \_\_\_ Petitioner’s submitted: \_\_\_\_\_ Prelim \_\_\_\_\_ Final  \_\_\_ Respondent’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.  \_\_\_ Item 4. Optional to complete. Waiver of other party’s final declaration of disclosure. |
|  | **FL-144 Stipulation and Waiver of Final Declaration of Disclosure**  File if parties waiving service of final disclosure. Need FL-141completed as to service of final declarations of disclosures from both parties if final declaration of disclosure is not waived.  This is a mandatory form and waiver(s) of final disclosures ***cannot*** be contained within the MSA. |
|  | **FL-170 Declaration for Default or Uncontested**  \_\_\_ Item 3, 4 and 8 completed as applicable.  \_\_\_Item 5(a) or 5(c)  \_\_\_ 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**  \_\_\_ Existing Restraining Order After Hearing in Domestic Violence action between parties is attached, applicable pages specified, and date of expiration included. (FC 6360**)**  **\_\_\_** 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 as was requested in the Petition and/or Declaration for Default.  is 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  \_\_\_ Include terms of custody. If including existing orders, those orders must be attached  to the Judgment and incorporated.  \_\_\_ Judgment must contain Family Code 3048 language.  (If using form FL-341 Custody and Visitation Attachment #3 must be marked)  **Child Support:**  **Start date: \_\_\_\_\_\_\_\_\_\_\_**  \_\_\_ Item 4.k. completed as applicable  \_\_\_ Attach Dissomaster or other court accepted support calculation  \_\_\_ If child support is stipulated to be other than guideline, must contain Family  \_\_\_ Code 4065 language or attach 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(s) for each party 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  \_\_\_ Respondent’s signature must be notarized (Family Code 2338.5).  \_\_\_ Attorney(s) of Record must sign and approve (MSA) Marital Settlement Agreement.  \_\_\_ Number of pages attached must be listed at 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.  \_\_\_ 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 address. Attorney/Runner boxes may be used. |

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

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

Clerk’s notes to Submitting Party/Judge:

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Judicial Officer’s Notes to Clerk:

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