**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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