

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA**  
**Family Law Clerk's Office**

3055 Cleveland Ave.  
Santa Rosa, CA 95403-2122, 707-521-6500  
<http://sonoma.courts.ca.gov/>

**PETITION-DOMESTIC PARTNERSHIP**

**\$2.50**

Filing Fee: \$435.00 (If you cannot afford the filing fee, ask the clerk for fee waiver application forms)  
Included in this packet are the basic forms necessary for you to BEGIN YOUR CASE. There is one each of the following forms in this packet.

	<b>Form</b>
Petition .....	FL-103
Summons .....	FL-110
Declaration Under Uniform Child Custody Jurisdiction Enforcement Act .....	FL-105/GC-120
Proof of Service of Summons .....	FL-115
Declaration of Disclosure .....	FL-140
a. Income & Expense Declaration .....	FL-150
b. Schedule of Assets and Debts .....	FL-142
Declaration Regarding Service of Declaration of Disclosure.....	FL-141

**FORMS TO BE SERVED (LEAVE BLANK)**

Response .....	FL-123
Declaration Under Uniform Child Custody Jurisdiction Enforcement Act .....	FL-105/GC-120
Proof of Service by Mail .....	FL-335
Declaration of Disclosure .....	FL-140
a. Income & Expense Declaration .....	FL-150
b. Schedule of Assets and Debts .....	FL-142
Declaration Regarding Service of Declaration of Disclosure.....	FL-141

**FILING INFORMATION**

Hand printed forms using either blue or black ink will be accepted for filing as long as they are legible by the clerk. You may access and complete the forms via the internet. Go to <http://www.courts.ca.gov/forms.htm>. After you have completed the forms, make two photocopies of each of the forms you will be filing. File the forms with the family law division of the Sonoma County Court. See page two for more information.

## FILING INFORMATION

Hand printed forms using either blue or black ink will be accepted for filing as long as they are legible by the clerk. You may access and complete the forms via the internet. Go to <http://www.courts.ca.gov/forms.htm>. After you have completed the forms, make two photocopies of each of the forms. Take the original and the two copies for filing to the Family Law Clerk's Office.

### STEP-ONE: FILING YOUR FORM

The clerk will stamp your documents, keep the originals, and return two (2) copies of the completed documents. One set of copies is for your records. The clerk will return the original proof of service of summons to you in your packet. The clerk will return the other set of copies to you to serve on the other party, along with the blank responsive documents.

When you file your documents, you will be given a *Notice of Case Resolution Conference* with your documents, one for you and one for you to serve upon the other party. **This is not your judgment date.** This is a date the Court issues so that it may understand why you have not completed your case. If you do not complete *STEP FOUR* (see below), you will have to appear in court and explain why this was not completed. If you do complete *STEP FOUR* before this date, the court date will be dropped and you will not have to attend.

### STEP-TWO: SERVING THE DOCUMENTS

After you have filed your forms with the court and have been assigned a case number, the law requires that the other party be given formal notice that you have started the legal process to file for divorce, legal separation, nullity or termination of domestic partnership. Serve each of the forms you filed with the court, AND a blank *Response* (FL-123), *Declaration Under Uniform Child Custody Jurisdiction Act* (FL-105/GC-120), if used, AND blank *Proof of Service by Mail* (FL-335). **You cannot be the one to serve these forms on your spouse.** You may have friends, relatives, the county sheriff, or a process server over 18 years of age serve your documents. Service is complete when the server completes, dates, and signs the *Proof of Service of Summons* form (FL-115), and this form is submitted to the Family Law Clerk's Office for filing. *STEP TWO* is then considered completed.

### STEP-THREE: COMPLETING DISCLOSURE

Within 60 days of filing your Petition, you must fill out a Declaration of Disclosure (FL-140), Schedule of Assets and Debts (FL-142) and Income and Expense Declaration (FL0150) and have them served upon the Respondent. These documents are not filed with the court. Instead, file the Declaration Regarding Service of Declaration of Disclosure (FL-141) to show that you have complied with the disclosure requirement. If the Respondent files a Response, within 60 days of the filing, the Respondent must also comply with these same disclosure requirements.

### STEP-FOUR: FINISH THE DIVORCE

In order to finalize your divorce, legal separation, nullity or termination of domestic partnership, you must complete *STEP FOUR* by having a Judgment of Dissolution, or Legal Separation, or Nullity, or Termination of Domestic Partnership entered. A Judgment can be submitted as a default, or on an uncontested agreed-upon basis, or you may need the Court to decide contested issues. Go to the website <http://www.courts.ca.gov> for further information, or seek legal advice, or ask for procedural assistance at the Family Law Facilitator Self Help Center located at 3055 Cleveland Avenue, Santa Rosa, CA, 95403, or call 707-521-6545 and leave a message for a return call. If you and the other party are in agreement, ask a member of the Family Law Clerk's Office for the *STEP FOUR* packet or contact the Family Law Facilitator Self Help Center.