

**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/>

**FAMILY LAW REQUEST FOR ORDER**

**\$3.00**

Filing Fee: \$60.00 for the first hearing, \$85.00 for modification of child custody/visitation, or you must pay a first document fee of \$435.00, if you are opening a case or if you are responding and have NOT paid a first appearance filing fee previously. If you cannot afford the filing fee, ask the clerk for a request to waive court fees. Included in this packet are the forms you will need to fill out and file with the Family Law Clerk’s Office to obtain a hearing for support or modification of support. All forms may be accessed by going to the Court’s website at <http://www.courts.ca.gov/forms.htm>.

Request for Order.....FL-300  
Income and Expense Declaration (if support is an issue).....FL-150

**After completing, make two copies of the documents listed above.**

Proof of Personal Service.....FL-330

**This form is filed with the clerk after you have been assigned a hearing date and have served the other person.**

**LEAVE BLANK**

Responsive Declaration to Request for Order.....FL-320  
Income and Expense Declaration (if support is an issue).....FL-150  
Proof of Service By Mail.....FL-335

**INFORMATIONAL DOCUMENTS**

Information Sheet for Request for Order.....FL-300-INFO  
Information Sheet for Responsive Declaration to Request for Order.....FL-320-INFO  
Information Sheet for Proof of Personal Service.....FL-330-INFO  
Information Sheet for Proof of Service by Mail.....FL-335-INFO

Submit the original and two copies of the completed documents to the Family Law Clerk’s Office. The clerk will file the completed documents and return two (2) copies of the forms to you. One set of the paperwork is yours to keep for your records. The other set of documents needs to be personally served on the other party, along with the blank *Responsive Declaration* (FL-320), blank *Income and Expense Declaration* (FL-150) and blank *Proof of Service by Mail* (FL-335), at least 21 days before the scheduled hearing. *You may not serve the documents yourself.* Anyone other than you, over the age of 18 may serve the documents, or you may ask the Sheriff’s Department to serve the documents for you (for a fee). If a party other than the Sheriff serves the documents, the person serving the documents must complete and sign the *Proof of Service*. The *Proof of Service* (FL-330) must then be filed with the Family Law Clerk’s Office.