

**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/>

DISSOLUTION/LEGAL SEPARATION/NULLITY (STEP ONE, TWO AND THREE)

\$2.50

Filing Fee: \$435.00. If you cannot afford the filing fee, ask the clerk for a request to waive court fees. Included in this packet are the basic forms necessary for you to begin your case. There is one of each of the following forms included in this packet. All forms may be accessed by going to the Court's website at <http://www.courts.ca.gov/forms.htm>.

Legal Steps for a Divorce (Dissolution)FL-107-INFO

Step One

Petition.....FL-100
Declaration Under Uniform Child Custody Jurisdiction Enforcement ActFL-105/GC-120
Summons.....FL-110

Step Two

Proof of Service of Summons.....FL-115

Step Three

Declaration of Disclosure (not filed with the Court)..... FL-140
 a. Schedule of Assets and Debts..... FL-142
 b. Income & Expense Declaration FL-150
Declaration Regarding Service of Declaration of Disclosure.....FL-141

LEAVE BLANK – DO NOT FILL OUT

Legal Steps for a Divorce (Dissolution)FL-107-INFO
Response.....FL-120
Declaration Under Uniform Child Custody Jurisdiction Enforcement Act..... FL-105/GC-120
Proof of Service by Mail.....FL-335
Information Sheet for Proof of Service By Mail.....FL-335-INFO
Declaration of Disclosure (not filed with the Court).....FL-140
 a. Schedule of Assets and Debts..... FL-142
 b. Income & Expense Declaration FL-150
Declaration Regarding Service of Declaration of Disclosure.....FL-141

After filing your Petition and accompanying documents, the other set of documents needs to be served on the other party, along with the blank *Response to Petition* (FL-120) and blank *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)* (FL-105). 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 of Summons*. The *Proof of Service of Summons* must then be filed with the Family Law Clerk's Office.

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.

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 your spouse be given formal notice that you have started the legal process to file for divorce, legal separation, or nullity. Serve each of the forms you filed with the court, AND a blank *Response* (FL-120) 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.

WARNING: IF YOU DO NOT FILE A PROOF OF SERVICE OF SUMMONS WITHIN 3 YEARS, YOUR CASE MAY BE DISMISSED.

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 or nullity, you must complete *STEP FOUR* by having a Judgment of Dissolution, or Legal Separation, or Nullity 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 your spouse 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.

WARNING: IF YOU DO NOT ENTER A JUDGMENT WITHIN 5 YEARS, YOUR CASE MAY BE DISMISSED.