

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

3055 Cleveland Ave.  
Santa Rosa, CA 95403-2122, 707-521-6500  
www.sonoma.courts.ca.gov

**GRANDPARENT VISITATION**  
**IN A FAMILY LAW CASE**  
**BEFORE JUDGMENT BY JOINDER AND REQUEST FOR ORDER**

**FILING FEE:** You must pay filing fees. This will include a \$435 First Paper fee and a \$30 Court Reporter Fee. If you cannot afford the filing fee, ask the clerk for a Fee Waiver Packet. Included this packet, there is one of each of the following forms: Request to Waive Court Fees (FW-001), Order on Court Fee Waiver (FW-003) and Information Sheet on Waiver of Superior Court Fees (FW-001-INFO). The Court's Fee Schedule and all forms are available on the Court's Website at [www.sonoma.courts.ca.gov](http://www.sonoma.courts.ca.gov).

**BEFORE YOU FILE, PLEASE REVIEW THE FOLLOWING INFORMATION:**

A grandparent may use these forms to request grandparent visitation only if **both** of the following are true:

1. The parents of your grandchildren have a family law case involving your grandchildren (e.g. a divorce, parentage, custody and support or domestic violence case);

AND

2. No Judgment has been filed in that case.

The Clerk's Office or the Family Law Facilitator can help you determine whether the parents of your grandchildren have a non-confidential family law case and, if so, whether a Judgment has been filed in that case.

If the parents of the grandchildren do not have a family law case or if they have a family law case in which a Judgment has been filed, use the "Grandparent Visitation After Judgment or No Family Law Case" packet instead.

The forms required are:

1. FL-371 Notice of Motion and Declaration for Joinder
2. FL-300 Request for Order
3. FL-105 Declaration Under Uniform Child Custody Jurisdiction Act
8. FL-330 Proof of Personal Service (one proof of service for each parent)
4. FL-373 Blank Responsive Declaration to Motion for Joinder / Consent Order of Joinder (one for each parent)
5. FL-320 Blank Responsive Declaration to Request for Order (one for each parent)
6. FL-105 Blank Declaration Under Uniform Child Custody Jurisdiction Act (one for each parent)
7. FL-335 Blank Proof of Service by Mail (one for each parent)

**SEE NEXT PAGE FOR HOW TO FILE, WHO TO SERVE, AND ABOUT COURT PROCEDURES**

## **STEP ONE: FILE THE FORMS**

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 [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms).

After completing documents 1 through 3 above (*FL-371 Notice of Motion and Declaration for Joinder*, *FL-300 Request for Order*, *FL-105 Declaration Under Uniform Child Custody Jurisdiction Act*), make three photocopies for a total of four sets. Take the original and the three copies for filing to the Family Law Clerk's Office.

The clerk will keep the forms bearing original signatures, and return three "filed-endorsed" sets back to you. One is for you, the other two are to be served on the parents. See instructions below.

You must pay the filing or submit a request for a fee waiver. See Request to Waive Court Fees (FW-001) and Order on Court Fee Waiver (FW-003) and Information Sheet on Waiver of Superior Court Fees (FW-001-INFO).

## **STEP-TWO: SERVE THE FILED DOCUMENTS**

After you have filed your forms with the court the law requires that formal notice must be given to the parents. **You cannot be the one to serve these forms.** You may have friends, relatives, the county sheriff, or a process server over 18 years of age serve your documents.

Each parent must be personally served with documents 1 through 7 listed above (*FL-371 Notice of Motion and Declaration for Joinder*, *FL-300 Request for Order*, *FL-105 Declaration Under Uniform Child Custody Jurisdiction Act*, *FL-373 Blank Responsive Declaration to Motion for Joinder / Consent Order of Joinder*, *FL-320 Blank Responsive Declaration to Request for Order* (one for each parent), *FL-105 Blank Declaration Under Uniform Child Custody Jurisdiction Act* (one for each parent), *FL-335 Blank Proof of Service by Mail* (one for each parent)).

Service is complete when the server completes, dates, and signs the form *FL-330 Proof of Personal Service* and it is filed with the Court - one for each parent being served.

## **STEP THREE: GO TO COURT**

At the hearing on Joinder, the Court will determine whether the applicant may be joined as parties in the case. If the joinder is granted, the Court will schedule a session with Family Court Services and a future date for a return to court. At a hearing, when the Court makes orders, a Findings and Order After Hearing is filed and given to each party who is present at court, or served by mail to parties who are not present.

Go to the Court website at [www.sonoma.courts.ca.gov](http://www.sonoma.courts.ca.gov) for further information, seek legal advice, or ask for procedural assistance from the Family Law Facilitator by calling 707-521-6545 to leave a message for a return call.

**WARNING: IF NO FINDINGS AND ORDER AFTER HEARING IS ENTERED WITHIN 5 YEARS, YOUR CASE MAY BE DISMISSED.**