

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA
FAMILY LAW DIVISION**

**3055 Cleveland Ave.
Santa Rosa, CA 95403-2122, 707-521-6500**

<http://sonoma.courts.ca.gov>

FAMILY LAW PATERNITY PACKET

\$2.25

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 forms you will need to fill out and file with the Family Law Clerk's Office to obtain a Judgment of Paternity for your children. Please note these forms only start your case, you will need additional forms to complete the process. All forms may be accessed by going to the Court's website at <http://www.courts.ca.gov/forms.htm>.

Petition to Establish Parental Relationship.....	FL-200
Declaration Under Uniform Child Custody Jurisdiction & Enforcement Act.....	FL-105/GC-120
Summons (Uniform Parentage).....	FL-210
After completing, make two copies of the documents listed above.	
Proof of Service of Summons.....	FL-115

LEAVE BLANK

Response to Petition to Establish Parental Relationship.....	FL-220
Declaration Under Uniform Child Custody Jurisdiction & Enforcement Act.....	FL-105/GC-120
Proof of Service by Mail.....	FL-355

Submit the original and two copies of the documents to the Family Law Clerk's Office. The clerk will file the completed documents and return two (2) copies of the forms. You will retain one set of the paperwork for your records. The other set of documents needs to be served on the other party, along with the blank *Response to Petition* (FL-220) 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 and will include the original proof of service of summons. The other set of copies is for you to serve on the other parent/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 the other parent/party be given formal notice that you have started the legal process. Serve each of the forms you filed with the court, AND a blank *Response* (FL-220), a blank *Declaration under Uniform Child Custody Jurisdiction Act* (FL-105) AND blank *Proof of Service by Mail* (FL-335), on the other parent/party. These forms are included in your packet. ***You cannot be the one to serve these forms on the other parent/party.*** 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: FINISH THE CASE WITH A JUDGMENT

In order to finalize your case, you must complete *STEP THREE* by having a Judgment (Parentage). 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. There is a separate form packet for this procedure. 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 parent/party are in agreement, ask the Family Law Clerk or Family Law Facilitator Self Help Center for the *STEP THREE* packet or contact the Family Law Facilitator Self Help Center for help in completing the forms. If you are not in agreement and need information on procedural options, contact the Family Law Facilitator Self Help Center.

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