SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA

Civil and Family Law Courthouse
3055 Cleveland Avenue
http://sonoma.courts.ca.gov
http://www.courts.ca.gov

Family Law Clerk 707-521-6630
Family Law Facilitator:
www.tinyurl.com/SoCoFLF1

CHECKLIST 7
PARENTAGE BY DEFAULT WITH AGREEMENT

Clerk's Notes:
Received:
Dates:
Fees Due Pet:

Case Name:

Case Number:

Document Examiner: Date:

Returned To:

Court drawer @ letter: or U.S. Mail: ☐

- ***Any items highlighted herein need to be addressed, completed or corrected before resubmission.***
- ***A copy of a registered Voluntary Declaration of Paternity is available via:*** *https://childsupport.ca.gov/wp-content/uploads/sites/252/2024/09/RequestCopies_VoluntaryDeclarationOfParentage_09122024.pdf*

FL-200 Petition - Attach copy of birth certificate or Voluntary Declaration of Paternity when possible
- ☐ Items 1 and 2
- ☐ 3 a, b or c:
- ☐ If 3.c is checked, provide facts establishing court's jurisdiction over Respondent. See FC 5700.201 for non-residents.
- ☐ Items 4, 5, 7 and 8 completed.
- ☐ Item 9 and/or 10 if seeking reasonable expenses of pregnancy & birth and/or fees & costs of litigation.
- ☐ Item 11 if requesting change of child's name.

☐ **FL-105 Declaration Under Uniform Child Custody Jurisdiction Act** - Required with minor children. Update if children's residence changed since previous filing). CRC 5.52 FC 3429

☐ **FL-210 Summons**

☐ **FL-115 Proof of Service - Completed properly**. **Service date:**
- ☐ By Publication/Posting
- ☐ By Substituted Service/Certified Mail

FL-165 Request to Enter Default
- ☐ Items 2, 3 and 3f and other applicable subsections of item 3, 5 and 6. Attach any items referenced as attached.
- ☐ Item 4 Completed (Provide address if 4.b. is checked). FC 2335.5, CRC 5.407, 5.415(c).
- ☐ All four signature areas (front and back) completed with dates and signatures
- ☐ Provide 1 stamped envelope addressed to Respondent at address in #3b. Use Court address for return address. Include enough postage for mailing.

FL-230 Declaration for Default or Uncontested
- ☐ Items 3, 4, 5 and 7 completed.

☐ Items 6, 7.a, 8, 9, 10, 12 and 15 completed as applicable
☐ Attach a copy of Voluntary Declaration of Paternity if available.

FL-235 Advisement of Rights – Attachment to FL-230 – both parties to sign
☐ Petitioner ☐ Respondent
☐ Item 9.a or 9.b marked, signed by party; if 9.b, interpreter's declaration to be completed and signed by interpreter.

FL-240 Stipulation for Entry of Judgment
☐ Items 1 and 2.
☐ Items 3 and 4 – complete as applicable. - ***Child support cannot be "reserved" or "waived".***
☐ Items 5, 6, 7, 8 and 9 completed as applicable.
☐ Signed by all parties and attorney(s) of record.

FL-250 Judgment
☐ Item 2 (by declaration)
☐ Item 3, as applicable.
☐ Item 4 (party or parties and a-f) as applicable.
☐ Item 5 (party or parties and a-f) as applicable.
☐ Item 6.a, 6.b (if applicable).

Custody/Visitation:
☐ Items 7 and (a), (b) or (c) as appropriate, with attachment included as referenced.
☐ Terms of custody included. If including existing orders, those orders must be attached to the Judgment and incorporated therein.
☐ Judgment must contain Family Code Section §3048 language. If using form FL-341 Custody and Visitation Attachment #3 must be marked.

Child Support – may use FL-342 – Child Support Information and Order Attachment.
**** Guideline child support is mandatory unless rebutted (by stipulation).***
*****Child support cannot be "reserved" or "waived".***
☐ Items 8 and (a), plus (1), (2) or (3) as appropriate (with attachment included as referenced).
☐ Terms: ☐ Start date ☐End language ☐ Kids' names ☐ Payor ☐ Payee ☐Amount
☐ Mandatory child support add-ons for unreimbursed health care costs and childcare must be addressed pursuant to Family Code §4062, as revised effective 9/1/2024, and regardless of the child(ren)'s age.
☐ Attach a court-approved support calculation. CRC 5.260
*A free guideline calculator from DCSS is available at: https://childsupport.ca.gov/guideline-calculator/
☐ If guideline child support is rebutted, attach FL-342(A) Non-Guideline Child Support Findings Attachment and include declaration providing 4057(b) rebuttal factors. FC §4057(b), CRC 5.260.
☐ If Dept. of Child Support Services (DCSS) is a party to this case or if child support rights have been assigned (child receiving cash aid), DCSS must sign the judgment.
DCSS prefers the following signature block:
"The Department of Child Support Services has reviewed this Judgment and has no objection to the support-related provisions contained herein.
Signed by:_____, Attorney for DCSS. Dated: _____"

☐ If DCSS is a party to another case and child support orders were made in that case, do not include child support in this case but reference the other case number. DCSS does not need to sign off.
☐ Attach form FL-192, as revised 9/1/2024.

Name Change/New Birth Certificate:

☐ Item 9.a completed if last names of children are changed.

☐ Item 9.b to obtain new birth certificate if children's name changed or parent added to birth certificate. To issue a new birth certificate, California Department of Public Health Vital Statistics requires place and date of birth of child, full original name on birth certificate, full new name of child to be on new birth certificate, full name of parent to be added to birth certificate.

Attorney Fees/Expenses of Birth:

☐ Item 9.c – FL-346 to be completed and attached.

☐ Item 9.d – Attachment required stating reasonable expenses of pregnancy & birth, as applicable.

Signatures:

☐ Attorneys of record, including minor's counsel, must sign and approve as to form CRC § 5.411

☐ Respondent's signature must be notarized [CFC § 2338.5]

Attachments

☐ Number of pages attached listed at Item 10.

FL-190 Notice of Entry of Judgment (as revised 7/1/2026)

☐ Item 5: Parent-child relationship

☐ Name and address of both parties listed.

☐ Provide two envelopes, 1 addressed to each party/attorney of record, with postage for mailing of FL-190 to each party or their attorney of record. Use Court's address for return address. CRC 415(c), FC §2338.5.

☐ Provide one large self-addressed envelope with enough postage for return mailing of all other file-endorsed copies. May be combined with FL-190 envelope if addressed to party/attorney of record. Must be a separate envelope if addressed to someone other than party/attorney of record (e.g. paralegal, legal document assistant, etc.).

***PLEASE NOTE*: If insufficient postage is provided for the return of all documents submitted, only the FL-190 will be mailed, with others only as the postage provided allows. In that event you may order and pay $.50 per page to get copies of any and all documents filed in your case, at:** https://forms.office.com/Pages/ResponsePage.aspx?id=6DJQLUBr_Eifv4AyF4vv3fo_2llgt-pFpmEI7r1wxwZURDNNVlcwOENISVRJVVNEREZDRjk4MFZWTSQlQCN0PWcu

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NOTE: ORDER TO PAY PREVIOUSLY WAIVED COURT FEES AND COSTS:

Upon the submission of a Judgment, after considering information in the court file and other evidence, the Court may order a party to pay all or part of the previously waived fees and costs of either party. Gov. Code §68637