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 7A
CUSTODY & SUPPORT OF MINOR CHILDREN – DEFAULT WITHOUT 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-260 Petition - Attach copy of birth certificate or Voluntary Declaration of Paternity when possible
☐ Items 1, 2
☐ Items 4, 5 and 7 completed as applicable. If completing Item 7, state the additional relief being sought.

☐**FL-105 Declaration Under Uniform Child Custody Jurisdiction Act**
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: original: on amended:

☐ By certified mail/substituted service – CCP § 415.20 ☐ By Publication/Posting
[CCP § 415.50, GC § 6064]

Reminder: Unless exempt, anyone who performs more than 10 services of process in a year must register, pay fees, and file a $2000 bond. Failure to register is a misdemeanor.
CA B&P §22350 – 22360

FL-165 Request to Enter Default
☐ 2. Completed.
☐ Financial information documents (FL-150 or FL-155) with proof of all current income attached must be provided when the parties have mutual minor children and/or are seeking attorney's fees/costs.
☐ Financial data must match data used in child support calculation attached to the Judgment.

☐ 3. Completed (Provide address if 3.b. is checked). [CFC § 2335.5; CRC 5.407, 5.415(c)]
☐ All four signature areas (front and back) completed.
☐ Provide 1 stamped envelope addressed to Respondent at address in 3.b. Use Court address for return address. Include enough postage for mailing.

FL-230 Declaration for Default or Uncontested
☐Items 3, 4, 5, 6, 7, 8, 9, 10, 12, completed as applicable

FL-250 Judgment
☐ Item 1, if applicable - attach a copy of any active restraining orders entered against either party against the other.
☐ Items 2.a through 6 and any applicable subsections therein.

Custody/Visitation:
☐ Item 7 and (a), (b) or (c) as appropriate
☐ Terms of custody included. If including existing orders, those orders must be attached to the Judgment and incorporated therein. Form FL-341 may be used for that purpose.
☐ Judgment must contain Family Code §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 successfully rebutted.
☐ Terms: ☐ Start date ☐End language ☐ Kids' names ☐ Payor ☐ Payee ☐Amount
☐ Mandatory child support add-ons for unreimbursed health care costs and childcare costs actually paid 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 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

Attachments
☐ Insert the number of pages attached at Item 10.

FL-190 Notice of Entry of Judgment
☐ 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**

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