

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA

Civil and Family Law Courthouse
3055 Cleveland Avenue
Santa Rosa, CA 95403
<http://sonoma.courts.ca.gov>
<http://www.courts.ca.gov>

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

CHECKLIST 16 PARENTAGE BY DEFAULT WITHOUT AGREEMENT (SIJS)

Clerks Notes:

Received:

Court Dates:

Fees Due Pet:

Case Name:

Case Number:

Document Examiner:

Date:

▪ ***Any items listed highlighted herein need to be addressed, completed or corrected before resubmission.***

FL-200 Petition - Attach copy of birth certificate or Voluntary Declaration of Paternity when possible.

- ☐ Item 1, 2
- ☐ 3 a, b, c or d:
 - ☐ If "c", provide facts establishing court's jurisdiction over Respondent: See FC 5700.201 for non-residents.
- ☐ 4, 5, 7, 8 completed
- ☐ Item 11: 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.

☐ **FL-105 Declaration Under Uniform Child Custody Jurisdiction Act** (Required with 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

- ☐ 2 Completed:
- ☐ 3 Completed (Provide address if 3.b. is checked). FC 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 #3b. 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.

NOTE: Appearance at Default hearing may be required if proposed orders appear not to be in the child's best interests or if it appears to be in the best interests of justice. FC 2336

FL-235 Advisement of Rights – Attachment to FL-230

- ☐ Parent(s) only to sign.
- ☐ Item 9a or 9b marked; if 9b, interpreter's declaration to be completed and signed.

FL-250 Judgment

- ☐ Items 2 (by default), 2.g.
- ☐ 3 as to one or both of named Respondents.
- **Non-party/non-custodial parent is not to be included.**

Custody/Visitation –

- ☐ Items 4 and (1), (2) or (3) as appropriate
- ☐ Terms of custody included. Terms of custody/visitation may not be more restrictive than those sought in the Petition, but may be more liberal. If including existing orders, those orders must be attached to the Judgment and incorporated therein.
- **Visitation orders are not to be included for non-party/non-custodial parent.**
- ☐ Judgment must contain Family Code 3048 language. If using form FL-341 Custody and Visitation Attachment #3 must be marked.

Child Support: n/a

Attachments

- ☐ Number of pages attached listed at Item 6.

FL-190 Notice of Entry of Judgment

- ☐ 6 Parent-child relationship
- ☐ Name and address of both parties listed. Respondent's must match that address listed on FL-165 at item 3(b).
- ☐ 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 5.415(c), FC 2338.5.
- ☐ Provide one large self-addressed envelope with *sufficient* 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 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_2lIgt-pFpmEI7r1wxwZURDNNVlcwOENISVRJVNEREZDRjk4MFZWTSQIQCN0PWcu