SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA

Civil and Family Law Courthouse
3055 Cleveland Avenue
Santa Rosa, CA 95403

Family Law Clerk (707) 521-6630
Family Law Facilitator (707) 521-6545
http://sonoma.courts.ca.gov http://www.courts.ca.gov

CHECKLIST 2
DEFAULT WITH AGREEMENT
DISSOLUTION, LEGAL SEPARATION, NULLITY, DOMESTIC PARTNERSHIP

Clerk/Reviewer's Notes:
Received:
Status End:
Hearings Set:
Fees Due Pet:

Case Name: IRMO

Case Number:

Document Examiner:

Date:

Returned To:

Via: ☐ U.S. Mail (if sufficient postage provided)
☐ Document Pickup Box @ letter _____

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

FL-100 Petition
☐ Dissolution ☐ Legal Separation ☐ Nullity ☐ Marriage ☐ Domestic Partnership checked in title box.
☐ 1. Legal Relationship: a, b or c completed.
☐ 2. Residency: a, b or c completed as appropriate for dissolution cases. [CFC § 2320]
☐ 3. Statistical Facts: a or b completed. [CFC § 2330]
☐ 4. Children: a or b completed.
☐ 5. Grounds: a, b or c marked as appropriate.
☐ 6. Custody and Visitation/Parenting: a, b and c marked as appropriate.
☐ 7. Child Support: Guideline child support is mandatory unless parties stipulate to a different amount. Child support may not be waived but may be set at zero. "Other" may be used to attach proposed guideline child support calculation and supporting financial documents.
☐ 8. Spousal Support: a, b-both, c or d must be checked and addressed as to both parties.
☐ 9. Separate Property: a or **b** must be checked.
☐ 10. Community/Quasi-Community: a or **b** must be checked.
☐ 11. Other: May be used for alternative pleading, providing notice requesting leave to amend from Legal Separation to Dissolution upon attaining residency requirements, etc. [CFC § 2321]
☐ If name restoration is requested, state name. [Dissolution and Nullity only – CFC § 2080]

☐ **FL-105 Declaration Under Uniform Child Custody Jurisdiction Act**
Required if parties have minor children. Update if children's residence changed since previous filing. [CRC 5.52; CFC § 3429]

☐ **FL-110 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-141 PETITIONER'S Declaration Regarding Service of Preliminary and Final Declaration of Disclosure
[CFC § 2103, 2104] NOTE: Not required in nullity cases.
☐ Preliminary submitted.
☐ Final submitted: A final declaration of disclosure may be mutually waived per CFC § 2105.
☐ 1. Completed.
☐ 2. Preliminary completed: ☑ date of service ☑ party that was served ☑ type of service.
☐ 3. Final completed: ☐ date of service ☐ party that was served ☐ type of service.
☐ 4. Optional additional waiver of final declaration of disclosure. See FL-144.

FL-144 Stipulation and Waiver of Final Declaration of Disclosure [CFC § 2105]
NOTE: Not required in nullity cases.
☐ File if parties waiving service of final disclosure. As an alternative, a waiver may be included in Marital Settlement Agreement so long as all language from CFC § 2105(d) is used.
☐ If not waiving final disclosures, complete FL-141 above as to service of final declarations of disclosure from BOTH parties.

FL-165 Request to Enter Default
☐ 2. Completed: If attachments are checked, they must be attached.
☐ 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-170 Declaration for Default or Uncontested Dissolution [CFC § 2336]
☐ 3, 4, 5.b., 6, 7 and 8 completed as applicable.
☐ 12 Completed if not previously requested in Petition. [CFC § 2080]

FL-180 Judgment
FOR DISSOLUTION / LEGAL SEPARATION
☐ Confirm jurisdiction date at no. 3.
☐ Confirm date marital status ends (dissolution only) – minimum 6 months and 1 day from jurisdiction date. [CFC § 2339] ☐ Date: ☐ Upon Entry **(leave blank, no verbiage)**

Custody/Visitation –
☐ Items 4.j and (1), (2) (3) or (4) as appropriate
☐Terms of custody included. If including existing orders, those orders must be attached to the Judgment and incorporated therein.
☐ 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 properly rebutted.
Child support cannot be "reserved" or "waived".
☐ Items 6, 6.a and 6.b, plus 6.c and 6.d if applicable.

☐ Terms: ☐ Start date ☐ End language ☐ Kids' names ☐ Payor ☐ Payee ☐Amount
☐ Mandatory child support add-ons for unreimbursed health care costs and childcare must be included, pursuant to Family Code §4062, as revised effective 9/1/2024, and regardless of the child(ren)'s age.
☐ Attach a court accepted support calculation. CRC 5.260
☐ 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.

Spousal Support – may use FL-343 Spousal, Domestic Partner or Family Support Order Attachment
☐ 4.l. Spousal support must be addressed as to both spouses.

Property - may use FL-345 Property Order Attachment
☐ If items 9.a. and 10.a. were both checked in the Petition, no property order or agreement disposing of, confirming or reserving jurisdiction over property is required.
☐ A Property Order Attachment or Marital Settlement Agreement is required when:
- ☐ Community property is listed in the Petition under 10.b.
- ☐ A request to confirm separate property is listed in the Petitioner under 9.b.

☐ All property listed in the Petition must be disposed of in the Judgment or reserved for future determination.

Signatures
☐ Both parties' signatures are required.
☐ Respondent's signature must be notarized. [CFC § 2338.5]
☐ Attorneys of record and minor's counsel, if any, must sign and approve as to form. [CRC 5.411]

Attachments
☐ Number of pages attached listed at item 5.

FL-190 Notice of Entry of Judgment
☐ 1, 2, 3, 4, 6 or 7 needs to be checked.
☐ If dissolution submitted prior to expiration of 6-month waiting period, insert date marital status ends in box in lower part of form. If submitted after 6-month waiting period has expired, leave blank**,** with no verbiage. [CFC §2339, 2340]
☐ Name and address of both parties listed.
☐ Provide two envelopes, 1 addressed to each party/attorney of record, with postage for mailing FL-190 to each party or their attorney of record. Use Court's address for return address. [CRC 5.415(c); CFC § 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-pFpmEI7r1wxwZURDNNVlcwOENISVRJVVNEREZDRjk4MFZWTSQlQCN0PWcu