

REQUEST for ORDER

YOUR REQUEST PACKET SHOULD HAVE THESE FORMS STAPLED TOGETHER:

1. [FL-300 Request for Order](#).

2. The following attachments as appropriate:

For Child Custody and/or Visitation: See Custody and Visitation Packet

- a. Further Orders for Parties with Custody and Visitation Issues [FL-017](#)
- b. [Declaration](#) of facts as to Legal and Physical Custody, and/or proposed specific Visitation schedule.

For Child Support: See Child Support Packet

- a. [Declaration](#) of facts as to reasons why you need or want to change child support.
- b. [FL-150 Income and Expense Declaration](#)
- c. Support Calculation: See <https://childsupport.ca.gov/guideline-calculator/> for the Guideline Calculator to provide your own child support calculation for the court to consider.

For Spousal Support: See Spousal Support Packet

- a. [FL-150 Income and Expense Declaration](#)
- b. [FL-157 Spousal Support or Partner Support Declaration](#) form instead of #2 above.
- c. For Temporary Support (before Judgment) a spousal support calculation. See Local Rule 9.14.E at www.sonoma.courts.ca.gov, under General Info, Local Rules.

FILE WITH CLERK: Bring the original and 2 copies of the packet to the family law clerk (3 if DCSS is a party).

Filing Fee: Request for Orders are \$60, plus \$25 if the request is for a modification of custody or visitation orders. You may be assessed \$30 for Court Report costs. If you did not pay your initial filing fee or obtain an order waiving fees, the fee will be \$435. If DCSS is the Petitioner or active in your case and the only issue is child support, fees do not apply. If you cannot afford the fees or costs, you may complete a [Request to Waive Court Fees \(FW-001\)](#) and [Order on Court Fee Waiver \(FW-003\)](#).

Court date: If custody and visitation is an issue, the clerk will schedule a court date and a Family Court Services date and insert a Custody and Visitation Order in your filed packet for these dates.

Service Packets: The clerk will keep the original packet, and give you back two – one for you, one for the other party.

SERVE OTHER PARTY/FILE PROOF OF SERVICE: You must give notice of the court date and the Family Court Services date (if any) to the other party by having them served with the packet. Service must be done by another adult. You must include a blank [Responsive Declaration \(FL-320\)](#) and blank [Proof of Service by Mail \(FL-335\)](#) in the other party's packet. If Personal Service, serve 16 court days before the hearing. If Service by Mail, add an additional 5 calendar days. File [FL-330 Proof of Personal Service](#) or FL-335 Mail. If custody or visitation is an issue, Proof of Service must be filed and delivered to Family Court Services at least 7 days prior to the Family Court Services date or your papers cannot be reviewed by Family Court Services. If DCSS is a party, serve them by mail at 3725 Westwind Blvd, Suite 200, Santa Rosa, CA 95403.

WHAT HAPPENS NEXT?

Attend your hearing – see the front of the Request for Orders for this date, time, department. The court will listen to both sides and then make an Order. If you want to watch a court proceeding in advance of your date in order to understand the process, the hearings are open to the public and held each week at the same time and place.

For Custody Orders: Both parents must attend an orientation and a recommending custody counseling session before attending their hearing. See the Custody and Visitation Orders. Go to www.sonoma.courts.ca.gov under Divisions, Family, Family Court Services, to attend orientation on-line. If you cannot resolve your issues at the recommending counseling session, a written recommendation will be made to the court as to the child's best interests. You and the other party will each receive a copy in the mail before the hearing - sometimes you receive a copy at the hearing.