

LOS ANGELES SUPERIOR COURT  
STANLEY MOSK COURTHOUSE  
111 NORTH HILL STREET  
LOS ANGELES, CA 90012

Date: \_\_\_\_\_

Case #:

Petitioner:

Respondent:

**WE REGRET WE MUST RETURN THE JUDGMENT FOR THE REASONS CHECKED:**

- Prior to the submission of the Judgment, the Default must be entered. In the alternative, submit a Judicial Council form FL-130, Appearance, Stipulations and Waivers [revised January 2011] signed by both parties (and their counsel, if any) and include the first appearance fee of \$\_\_\_\_\_. Make check payable to L.A.S.C.
- Service - the foreign country involved has different requirements. See Hague Convention on Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters at [www.hcch.net](http://www.hcch.net). See Inter-American Convention on Letters Rogatory at [www.oas.org](http://www.oas.org).
- The Court wants the matter set for hearing. Submit Los Angeles County local form FAM031, Request for Default Setting or file an appropriate motion or other proceeding to bring the matter properly before the Court.

**Judicial Council form FL-141, Declaration Regarding Service of Declaration of Disclosure & Income and Expense Declaration** [revised July 2013]

- must be submitted by the Petitioner as to the Preliminary Declaration of Disclosure (the Preliminary Declaration cannot be waived). See Family Code §2104.
- must be submitted by the Respondent as to the Preliminary Declaration of Disclosure (the Preliminary Declaration cannot be waived). See Family Code §2104.
- must be submitted by the Petitioner & the Respondent as to the Final Declaration of Disclosure & Income and Expense Declaration; in the alternative, the parties may stipulate to a mutual waiver of the requirements of 2105(a) concerning the final declaration of disclosure by execution of a waiver *under penalty of perjury by separate stipulation* by filing Judicial Council form FL-144, Stipulation and Waiver of Final Declaration of Disclosure [revised January 2007]. Please refer to Family Code §§2105, 2106.

**Judicial Council form FL-170, Declaration for Default or Uncontested Dissolution** [revised July 2012]

- must be submitted by the Petitioner.
- must be submitted by the Respondent.
- is incomplete. Please answer the following items:
  - has box 4(b) checked; submit the original marital settlement agreement with original signatures. If this is a default proceeding, the signature of the spouse who has defaulted shall be notarized. See Family Code §2338.5.
  - has box 4(a)(3)(B) checked; submit a completed Judicial Council form FL-160, Property Declaration [revised January 2013].

**Judicial Council form FL-180, Judgment (Family Law)** [revised July 2012]

- must be used as the first page
- submit an original and three complete copies
- names of the parties listed on the Judgment must be the same as listed on the Petition
- If Judgment is as to status only, submit an order of the Court (either after noticed motion or pursuant to signed stipulation to reserve jurisdiction over all other issues. The Court must make orders regarding pension plans and may make orders regarding health care and other assets. Complete and attach Judicial Council form FL-347, Bifurcation of Status of Marriage or Domestic Partnership-Attachment [revised July 2012]. If necessary, also complete and attach Judicial Council form FL-348, Pension Benefits - Attachment to Judgment [New January 2009]. See Family Code §2337 for further requirements.
- If Judgment is as to Legal Separation, the consent of both parties is required unless one party has not made a general appearance and the Petition is one for legal separation (Family Code §2345).
- If Judgment is as to Nullity, a hearing with live testimony is required.
- Marital status ends six months after Court acquired jurisdiction over the Respondent or when Judgment is signed by the Judicial Officer, whichever is later. Leave "date marital or domestic partnership status ends" blank on the front page of the Judgment. See Family Code §2339.

- Enter the correct jurisdiction date on the Judgment. Respondent was served on \_\_\_\_\_.
- Enter the correct jurisdiction date on the Judgment. Respondent appeared on \_\_\_\_\_.
- Nunc pro tunc entry of the Judgment requires an order of the Court. See Family Code §2346.
- The Judgment cannot require the Respondent to reassume use of his/her previous name unless it is agreed to in the Marital Settlement Agreement or in the Stipulated Judgment.
- This judgment contains provisions for child support or family support. Attach to the original and each copy of the Judgment Judicial Council form FL-192, Notice of Rights and Responsibilities, and Judicial Council form FL-192 (side 2), Information Sheet on Changing a Child Support Order [revised July 2007].
- Specify the names and birth dates of each minor child.
- Custody/Visitation order lacks the findings required under Family Code §3048. Attach to each and every copy of the Judgment Judicial Council form FL-341, Child Custody and Visitation Order Attachment (revised July 2012) which contains all of the mandatory findings pursuant to Family Code §3048. In the alternative, include all of the mandatory findings within your judgment.
- Specify the legal custody order. Attach Judicial Council form FL-341 [revised July 2012], Child Custody and Visitation Order Attachment.
- Specify the physical custody order. Attach Judicial Council form FL-341 [revised July 2012], Child Custody and Visitation Order Attachment.
- Custody of the minor child cannot be awarded to anyone other than the Petitioner or Respondent unless the other parties (e.g. grandparents) are joined as a party to the action and indicate their desire to assume responsibility.
- Specify the visitation order. Attach Judicial Council form FL-341 [revised July 2012], Child Custody and Visitation Order Attachment.
- If visitation is supervised, attach Judicial Council form FL-341(A) [revised January 2013], Supervised Visitation Order.
- The Judgment fails to acknowledge the Court's jurisdiction over child support.
- Specify amount of child support due per child per month and the total due. Attach Judicial Council form FL-342, Child Support Information and Order Attachment [revised July 2012].
- Specify the commencement date of the child support and the date due each month.
- If the parties stipulate to the amount of child support, attach Judicial Council form FL-350 [revised July 2010], Stipulation to Establish or Modify Child Support and Order.
- If the child support amount is more or less than guideline, attach Judicial Council form FL-342(A), Non-Guideline Child Support Findings Attachment [revised January 2008].
- Court is unable to determine guideline child support due to lack of information. File Judicial Council form FL-150, Income and Expense Declaration [revised January 2007].
- Petitioner and/or Respondent is presently receiving public assistance and all child support shall be paid through the Child Support Services Department; therefore, the judgment must include a child support calculation and be signed by a representative of the local child support agency. See attached list of local child support agencies.
- If the right to support has been assigned to the Child Support Services Department, payment must be made through the State Disbursement Unit, P.O. Box 989067, West Sacramento, California, 95798.
- Judicial Council form FL-195/OMB NO. 0970-0154, Order/Notice to Withhold Income for Child Support [revised January 2012] must be submitted with all Judgments requesting a child support award. Note: This is a three page form.
- Judicial Council form FL-191, Child Support Case Registry Form [revised July 2005], completed by one of the parties, must be submitted each time an initial court order for child support, or family support or a modification of a court order for child support or family support, is filed with the court. Items 1B, 1C, 2, 5, and 6 must be completed and items 3 or 4 must be completed as appropriate. See California Rules of Court, rule 5.330.
- The Petition requests orders as to spousal support. If an amount is being requested, attach Judicial Council form FL-343, Spousal, Partner, or Family Support Order Attachment [revised July 2012]. If an amount is not being requested, include one of the following statements: "Court retains jurisdiction over the issue of spousal/partner support" OR "Court terminates jurisdiction over the issue of spousal/partner support."
- Except on written agreement of the parties to the contrary or a court order terminating spousal support, the court retains jurisdiction indefinitely in a proceeding for dissolution of marriage or for legal separation of the parties where the marriage is of long duration (10 years or more from the date of marriage to the date of separation). See Family Code §4336.
- All sole and community property listed in the Petition must be disposed of in the Judgment.
- Provide the address for all real property within the Judgment. Set forth the legal description if available. DO NOT ATTACH COPIES OF DEEDS TO THE JUDGMENT.
- If this is a stipulated Judgment, both parties and counsel, if any, must sign the Judgment. The signature of the spouse who has defaulted on any stipulated judgment shall be notarized. See Family Code §2338.5.
- Wording used in the Judgment does not meet legal standards; please seek legal advice.

**Judicial Council form FL-190, Notice of Entry of Judgment (Family Law - Uniform Parentage-Custody and Support)**  
[revised January 2005]

- This form is required. Form must be completed in triplicate.
- Marital status ends six months after Court acquired jurisdiction over Respondent or when Judgment is signed by the Judicial Officer, whichever is later. Leave "Effective date of termination of marital status" blank.

**NOTE:** You must resubmit your judgment paperwork with two 9" x 12" envelopes bearing sufficient postage addressed to each party, or their attorney, if any. To determine the appropriate amount of postage, visit your local United States Postal Service Office. Upon the granting of the judgment, only the Notice of Entry of Judgment will be mailed back to you, if sufficient postage and envelopes are not provided. You may obtain a copy of the Judgment from the Courthouse at which you filed.

**Other:** \_\_\_\_\_

**Commissioners:**

Cases may be assigned to a sitting or retired Superior Court Commissioner, or a Temporary Judge. A Commissioner/Temporary Judge may preside as the judge over a case only if the parties agree and sign a stipulation. Additionally, a Commissioner/Temporary Judge may be assigned solely for the processing of the Default or Stipulated Judgment. If this occurs, failure to object to the assigned judicial officer within 10 days after a Default or Stipulated Judgment has been signed will be deemed as having stipulated to the Commissioner or Temporary Judge.

**IF YOU ARE UNSURE OF HOW TO COMPLETE YOUR DOCUMENTS, CONTACT YOUR ATTORNEY OR AGENCY PROVIDING YOU WITH LEGAL ASSISTANCE. IF YOU DO NOT HAVE AN ATTORNEY YOU MAY SIGN UP FOR A FREE WORKSHOP AT THE RESOURCE CENTER FOR SELF REPRESENTED LITIGANTS OR SELF-HELP CENTER NEAR YOUR HOME.**

SHERRI R. CARTER, Executive Officer/Clerk

by \_\_\_\_\_, Deputy Clerk