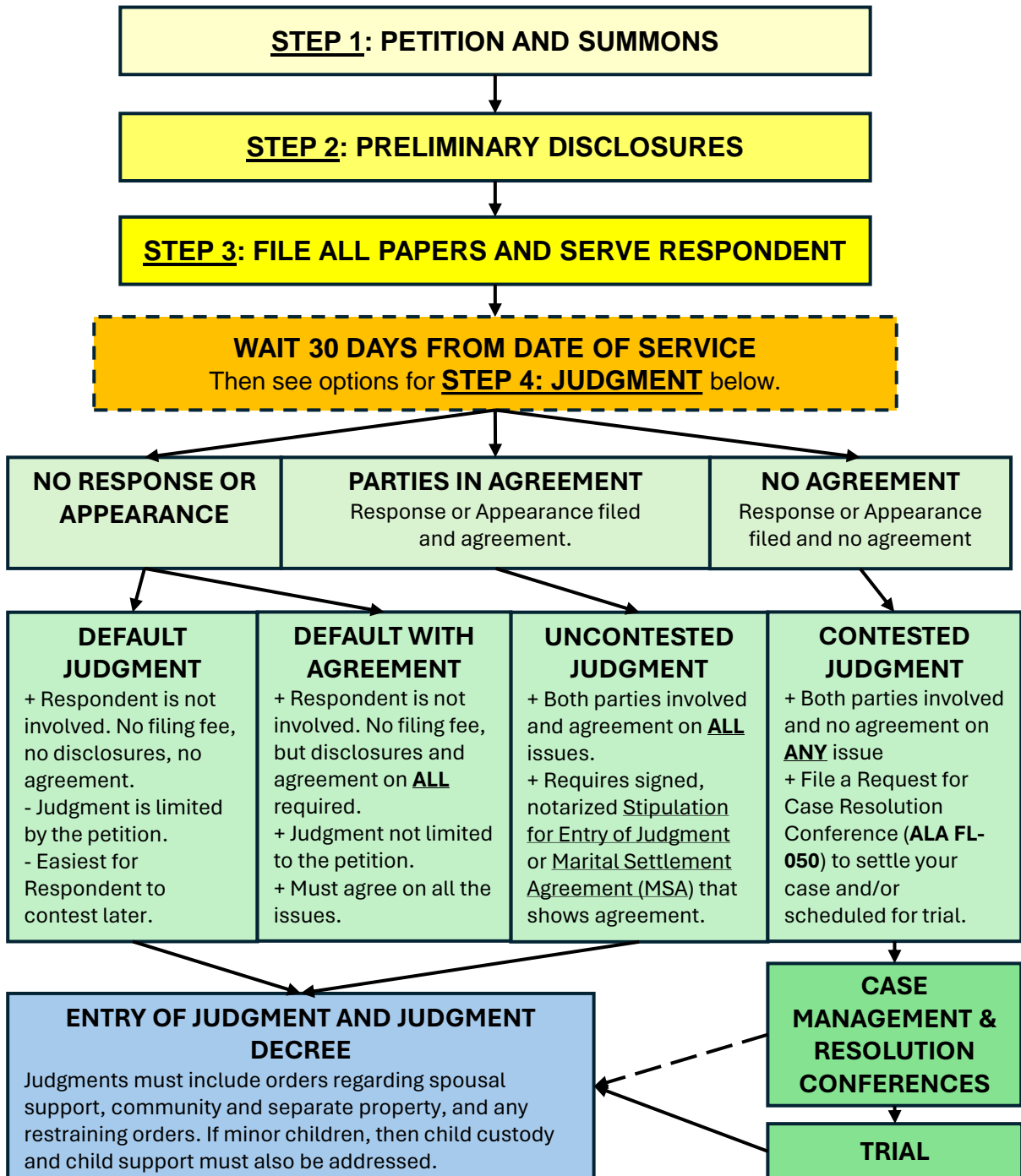


SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
SELF-HELP SERVICES

Rev. 5/9/24

PLEASE NOTE: Self-Help assists with each step by appointment only.
Appointments for Steps #2 (Disclosures) and #4 (Judgments) are only for those who qualify.



NOTE: The earliest you can be single is six months and one day after the Respondent has been served. You WILL NOT BE SINGLE, however, until a Judgment is signed by a Judge. Your case may take longer than 6 months if the case is contested and/or complicated.

Paths to Judgment: Default, Uncontested/Stipulated & Contested

NOTE: NOT EVERY FORM YOU MAY NEED IS LISTED HERE. FORMS ARE AVAILABLE AT: www.courts.ca.gov/forms

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Appointments for Steps #2 (Disclosures) and #4 (Judgments) are only for those who qualify.

PETITIONER	RESPONDENT
<p>STEP ONE: Petition Petitioner completes:</p> <ul style="list-style-type: none"> • Summons (FL-110) • Petition (FL-100) • UCCJEA (FL-105) (if minor children of marriage) 	<p>STEP ONE: Response Respondent may choose to go by default (and defer to Petitioner) OR to file a Response. To respond, Respondent completes:</p> <ul style="list-style-type: none"> • Response (FL-120) • UCCJEA (FL-105) (if minor children of marriage)
<p>STEP TWO: Disclosures Petitioner also completes:</p> <ul style="list-style-type: none"> • Declaration of Disclosure (FL-140) with TAXES – most recent 2 years (black out SSN) • Income & Expense Declaration (FL-150) • Community Property Declarations (FL-160) • Separate Property Declaration (FL-160) 	<p>STEP TWO: Disclosures Respondent also completes:</p> <ul style="list-style-type: none"> • Declaration of Disclosure (FL-140) with TAXES – most recent 2 years (black out SSN) • Income & Expense Declaration (FL-150) • Community Property Declarations (FL-160) • Separate Property Declaration (FL-160)
<p>STEP THREE: File and Serve</p> <p>A. <u>Filing</u>: Make 2 copies (3 total) of each of the completed papers above, EXCEPT the FL-140 and taxes, and file them with the Court. Pay the filing fee OR file for a fee waiver (FW-001).</p> <p>B. <u>Service</u>: A person over 18 who is NOT a party to the action personally serves the Respondent with copies of the filed papers, INCLUDING the FL-140 and taxes, and the required blank forms (Response FL-120, UCCJEA FL-105 if there are minor children, and disclosures).</p> <p>The server completes the Proof of Service of Summons (FL-115). Petitioner completes the FL-141. File the original and a copy of the completed FL-115 and FL-141 with the Court.</p>	<p>STEP THREE: File and Serve</p> <p>A. <u>Filing</u>: Make 2 copies (3 total) of each of the completed papers above, EXCEPT the FL-140 and taxes, and file them with the Court. Pay the filing fee OR file for a fee waiver (FW-001).</p> <p>B. <u>Service</u>: A person over 18 who is NOT a party to the action serves the Petitioner with copies of the filed papers, INCLUDING the FL-140 and taxes. Service may be in person or by mail.</p> <p>The server completes the Proof of Personal Service (FL-330) or Proof of Service by Mail (FL-335). Respondent completes the FL-141. File the original and a copy of the completed FL-330/FL-335 and FL-141 with the Court.</p>

STEP FOUR: JUDGMENT

<p style="background-color: #00FF00; padding: 2px;">TRUE DEFAULT</p> <p>(WAIT 30 DAYS FROM SERVICE)</p> <p>If the Respondent is not involved AND there is no agreement, complete and submit to clerk of the Court the original and 2 copies of:</p> <ul style="list-style-type: none"> • Req to Enter Default (FL-165) • Decl for Default or Uncont Disso or Leg Sep (FL-170) • Judgment (FL-180) with all appropriate attachments (FL-341, FL-342, FL-192, FL-343, FL-345 as needed) • Not of Entry of Jdgmt (FL-190) <p>Provide the Court with <u>3</u> stamped, addressed envelopes: two for Resp and one for Pet.</p> <p>NOTE: a default judgment can ONLY include the things specifically requested in the Petition or in an Order already made by the Court.</p>	<p style="background-color: #00FF00; padding: 2px;">DEFAULT WITH AGREEMENT</p> <p>(WAIT 30 DAYS FROM SERVICE)</p> <p>If the Respondent does not file a Response AND there is a complete agreement, complete and submit to clerk of the Court the original and 2 copies of:</p> <ul style="list-style-type: none"> • Req to Enter Default (FL-165) • Stip and Waiver of Final Decl of Disclosure (FL-144) • Decl for Default or Uncont Disso or Leg Sep (FL-170) • Judgment (FL-180) with all appropriate attachments (FL-341, FL-342, FL-192, FL-343, FL-345 as needed) <u>AND</u> Attached Marital Settlement Agreement <u>OR</u> Stipulation for Entry of Judgment • Not of Entry of Jdgmt (FL-190) <p>Provide the Court with <u>3</u> stamped, addressed envelopes: two for Resp and one for Pet.</p>	<p style="background-color: #00FF00; padding: 2px;">UNCONTESTED</p> <p>If both parties finished the steps above and you agree on all issues, complete and submit to the clerk of the Court the original and 2 copies of:</p> <ul style="list-style-type: none"> • App, Stip & Waiver (FL-130) • Stip and Waiver of Final Decl of Disclosure (FL-144) • Decl for Default or Uncont Disso or Leg Sep (FL-170) • Judgment (FL-180) with all appropriate attachments (FL-341, FL-342, FL-192, FL-343, FL-345 as needed) <u>AND</u> Attached Marital Settlement Agreement <u>OR</u> Stipulation for Entry of Judgment • Not of Entry of Jdgmt (FL-190) <p>Provide the Court with <u>2</u> stamped, addressed envelopes: one for Pet and one for Resp.</p>
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