

Request a Trial Date

Joint At-Issue Memorandum

Use these instructions when the following is true:

- A Petition and a Response were filed
- The parties cannot agree on all the issues

If you would like to obtain a trial date to resolve all the issues in your case, then you will need to prepare and file a Joint At-Issue Memorandum (Family Law).

You will need the following forms to request a trial date:

- [FL003](#) Joint At-Issue Memorandum (Family Law) - SLO County form
- [FL-335](#) Proof of Service by Mail - Judicial Council form
- [FL004](#) Certificate of Noncompliance and Order - SLO County form

You may obtain the SLO County forms and the Judicial Council forms for free by clicking on the above links or directly at <https://www.slo.courts.ca.gov/forms-filing/local-forms> and <https://www.courts.ca.gov/forms.htm>. You may also purchase these forms at the Court Clerk's Office.

Before you complete the Joint At-Issue, though, you are required to meet and confer with the other side and/or their attorney to select dates that are convenient to all parties, and to the witnesses who are expected to testify in the matter. The acceptable dates are then filled in on the form.

If you try to meet and confer, but the other side refuses to cooperate, then you may be able to file the Joint At-Issue without the other party's signature. You will have to show that you tried to meet and confer, so keep notes about your efforts to do so and also keep copies of any letters you sent to the other side about this.

To process your Joint At-Issue:

1. Meet and confer with the other side and any attorneys involved in the case. Fill out the form together, if you can, including listing acceptable trial dates. You may want to call the clerk beforehand to find out approximately when trials are being set for your particular judge. That way, you can have some idea of which dates to chose.
2. Both parties and any attorneys (such as the attorney for the minor child, if any) should date and sign the form.
3. Make 2 copies.

4. Take the original and the 2 copies to the clerk's office for filing. The clerk will keep the original and return the copies to you. As a courtesy, you should mail a copy to the other side or to their attorney, if they have one, and to the attorney for the child, if there is one.
5. The court will mail you a notice notifying you of your trial date and time. The notice may also tell you to file a trial brief before the date of the trial. This packet also gives you instructions on how to prepare a trial brief. You can come back to see the Facilitator if you have questions about preparing the trial brief. If you do not receive a notice from the court about the trial date within 30 days of the time you file the Joint At-Issue Memorandum, then call the clerk and politely ask for the status. If the clerk tells you that you are "in line", you will be getting your notice of a trial date soon.

If you have tried to get the other side to meet and confer, and they will not do so, then you should:

1. Fill in the Joint At-Issue Memorandum, leaving the "trial dates" portion blank. Make a copy for your records.
2. Write a letter to the other side and enclose the Joint At-Issue Memorandum. In your letter, let the other side know at least 5 different trial dates that are acceptable to you and ask them to:
 1. Select three of the dates you have listed
 2. Fill them in on the form
 3. Complete and sign the Joint At-Issue Memorandum
 4. Return the completed form to you.

Save a copy of your letter for your records.

3. Find someone to mail the Joint At-Issue Memorandum and your letter to the other side. You should not be the person who mails the form and your letter to the other side, since you cannot "serve" your own papers.
4. Fill out as much of the Proof of Service by Mail form (FL-335) as you can, and then have the person who mails complete the rest (e.g., their address, their name, and signature).
5. Make 1 copy of the Proof of Service by Mail form (FL-335) for your records.
6. Have the person mail your letter and the proposed Joint At-Issue Memorandum.
7. Wait 15 days.

8. If the other party mails the completed Joint At Issue back to you with his/her signature, then make 2 copies of the Joint At Issue. Take the original and the 2 copies to the clerk's office for filing. The clerk will keep the original and return the 2 copies to you. As a courtesy, send one of the copies to the other side.

9. If the other side does not return the completed Joint At Issue within 15 days, then:
 - ▶ Fill out the Certificate of Noncompliance form. Make 1 copy of the Certificate for your records;
 - ▶ Sign your copy of the Joint At-Issue again by signing above your old, copied signature. Make 1 copy of the Joint At-Issue Memorandum for you records;
 - ▶ Take the original and 1 copy of each of the following forms to the clerk's office for filing:
 1. Completed Joint At-Issue with your original signature
 2. Proof of Service by Mail (showing that you sent the letter and the form to the other side at least 15 days earlier)
 3. Certificate of Noncompliance

 - ▶ In addition, take a self-addressed stamped envelope to the clerk's office so that the clerk can mail back to you the conformed copies of the documents.

10. The court will mail you a notice notifying you of your trial date and time. The notice may also tell you to file a trial brief before the date of the trial. This packet also gives you instructions on how to prepare a trial brief. You can come back to see the Facilitator if you have questions about preparing the trial brief. If you do not receive a notice from the court about the trial date within 30 days of the time you file the Joint At-Issue Memorandum, then call the clerk and politely ask for the status. If the clerk tells you that you are "in line", you will be getting your notice of a trial date soon.

Date: _____

Re: Trial Dates

Dear _____:
(Name of other party or attorney if represented)

I have unsuccessfully attempted to schedule a time for us to talk about when we are both available for a trial date in front of a judge. Enclosed is a Joint At-Issue which will be used to schedule a trial date for our case. Please choose three of the following five dates that are convenient for you and write them in section 1.c.3 of the Joint At-Issue form.

- 1.
- 2.
- 3.
- 4.
- 5.

Once you have completed selecting the potential trial dates please complete the rest of the form, and remember to place your address and signature on page 2 of the Joint At-Issue form.

Also, enclosed is a Schedule of Property "Fredman Form." that should be completed before our trial date so that the judge can see how we value each asset and debt and whether we think it is separate or community property. The judge will use this form to decide how to divide our assets and debts.

Please return the completed forms to me in the self-addressed stamped envelope that I have provided so I can file the completed form with the Court.

Sincerely,

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): Pat Sample 1234 Main Street San Luis Obispo, CA 93401 TELEPHONE NO.: (805) 555-1234 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): Petitioner in Pro Per	
SUPERIOR COURT OF SAN LUIS OBISPO COUNTY <input checked="" type="checkbox"/> San Luis Obispo Branch, 1035 Palm Street, Rm 385, San Luis Obispo, CA 93408 <input type="checkbox"/> Paso Robles Branch, 901 Park Street, Paso Robles, CA 93446	
SHORT TITLE OF CASE: Sample and Sample	Judge: Peron Dept: 12
JOINT AT-ISSUE MEMORANDUM (FAMILY LAW)	CASE NO: FL060572

NOTICE: The parties and their attorneys must meet and confer about the preparation of this Joint At-Issue Memorandum.

1. Please state:

- a. Date petition filed: **6/4/2006**
- b. Date response filed: **7/2/2008**
- c. Trial dates requested:
 - 1.
 - 2.
 - 3.

NOTE: the parties must confer and select trial dates that are convenient to them and their attorneys and all witnesses who are expected to testify. The parties must also insure that the dates selected permit discovery and trial preparation be completed. The parties must be prepared to begin trial on the date selected by the court.

2. Have the parties exchanged settlement demands and offers? Yes No

What form of ADR is likely to resolve disputed issues without a trial?

- | | | | |
|-------------------------------------|-------|------|-------------|
| 1. Non-Binding Arbitration? | When? | Who? | What issue? |
| 2. Mediation? | When? | Who? | What issue? |
| 3. Mandatory Settlement conference? | When? | Who? | What issue? |
| 4. Other | When? | Who? | What issue? |

3. Please state the time required for trial: **1 hour**

4. Is the trial entitled to priority? Yes NO If so, please state the reason and the statutory authority:
Child Custody

5. Have the parties attended the mandatory parenting class?

- a. Petitioner: YES NO If not, when will it be completed?
- b. Respondent: YES NO If not, when will it be completed? **Respondent has not done this.**

PETITIONER: **Pat Sample**

RESPONDENT: **Sam Sample**

CASE NUMBER:
FL060572

6. Have Preliminary and Final Disclosures been served?

a. Petitioner: YES NO If not, when will it be completed?

b. Respondent: YES NO If not, when will it be completed? **Respondent has not done this.**

7. Please describe the matters that must be determined before trial.

Nature of motion a.
b.
c.

8. Should an issue be bifurcated? If so, please state the issue and the time required for trial:

NOTE: The parties and their attorneys must be prepared to begin presenting evidence on the date the trial is scheduled to begin. The parties and their attorneys must comply with any special pretrial orders that apply to the case. The parties must meet and confer in advance of the trial date to discuss settlement and to determine issues that can be resolved without trial.

Dated: **7/5/08**

Dated:

Pat Sample

PETITIONER OR ATTORNEY FOR PETITIONER

RESPONDENT OR ATTORNEY FOR RESPONDENT

Pat Sample

PRINT NAME AND PARTY REPRESENTED

PRINT NAME AND PARTY REPRESENTED

**1234 Main Street
San Luis Obispo, CA 93401**

ADDRESS

ADDRESS

ITEMS OF PROPERTY	CONTENTIONS RE CHARACTER OF OWNERSHIP						CONTENTIONS RE POSSESSION				CONTENTIONS RE PROPERTY VALUE		ENCUM.	FOR COURT USE DISP COMM PPTY		
	Petitioner			Respondent			Petr.		Resp.		Petr.	Resp.		Petr.	Resp.	
	C	PS	RS	O	C	PS	RS	O	P	R	O	P	R	O		
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																
14.																
15.																

C - COMMUNITY PROPERTY
PS - PETITIONER'S SEPARATE PROPERTY
RS - RESPONDENT'S SEPARATE PROPERTY
O - OTHER

COUNSEL FOR PETITIONER:
COUNSEL FOR RESPONDENT:

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Pat Sample 1234 Main Street San Luis Obispo, CA 93401 TELEPHONE NO.: (805) 555-1234 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): Petitioner in Pro Per	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Luis Obispo STREET ADDRESS: 1035 Palm Street, Room 385 MAILING ADDRESS: CITY AND ZIP CODE: San Luis Obispo, CA 93408 BRANCH NAME:	CASE NUMBER: FL060572 (If applicable, provide): HEARING DATE: HEARING TIME: DEPT.:
PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/PARTY:	PROOF OF SERVICE BY MAIL

NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is:
4420 Left Lane Avenue
San Luis Obispo, CA 93401
3. I served a copy of the following documents (specify) :
Joint At-Issue Memorandum, Letter requesting completion of Joint At-Issue Memorandum and blank Schedule of Property "Fredman Form"

 by enclosing them in an envelope AND
 - a. depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.
 - b. placing the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
4. The envelope was addressed and mailed as follows:
 - a. Name of person served: **Sam Sample**
 - b. Address: **333 William Avenue**
San Luis Obispo, CA 93401
 - c. Date mailed: **7/6/2008**
 - d. Place of mailing (city and state): **San Luis Obispo, CA**
5. I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order (form FL-334) may be used for this purpose.)
6. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **7/6/2008**

Jack Friend

(TYPE OR PRINT NAME)

Jack Friend

(SIGNATURE OF PERSON COMPLETING THIS FORM)

SUPERIOR COURT OF SAN LUIS OBISPO
FAMILY LAW

PRETRIAL ORDER

Counsel for each party, and each self represented party, shall comply with the following pretrial orders:

AT LEAST 20 COURT DAYS BEFORE TRIAL

Complete all discovery and basic trial preparation. Continuances will rarely be granted for the purpose of completing discovery.

Comply with the service of preliminary and final disclosures as set forth in Family Code §§ 2103 through 2106.

Schedule the Case Conference with opposing sides. This conference is held outside the presence of the court. It is mandatory and all components of it must be completed at least 5 court days before the scheduled trial date.

AT LEAST 5 COURT DAYS BEFORE TRIAL

At the Case Conference all sides must simultaneously permit the review of, and exchange copies of, each exhibit that will be used at trial. Exhibits that are intended in good faith to be used only as impeachment are exempt from review and exchange. You may obtain a blank form Exhibit List and evidence stickers from the courtroom clerk in the department where trial is set. Each side must prepare an Exhibit List that briefly describes each exhibit that may be offered. Using a sticker, mark each exhibit with a number in the approximate order that they will be offered beginning with the number "1." Mark only one copy of each exhibit. Numbers 1 through 100 are assigned to petitioner and numbers 101 through 200 are assigned to respondent. Additional parties shall use numbers beginning with 201. Stickers go in a clear space on the lower right-hand corner of the first page of the exhibit. Exhibits that have not been exchanged or premarked may not be allowed admission into evidence by the court. Exhibits comprised of several pages of financial data must have a cover page that explains what is hoped to be proved by the exhibit. Redact all but the last four digits of any personally identifying bank account numbers or social security numbers.

At the Case Conference, prepare a Joint Property Statement that lists each asset and debt and states the contention of each party as to its community or separate character, its value and the disposition proposed by each side. The standard "Fredman Form" must be used and counsel for both sides shall sign the form.

At the Case Conference, a trial plan must be formulated that leads to the introduction of admissible evidence and eliminates irrelevant, immaterial and cumulative evidence.

continued on the other side

At the Case Conference, all sides must meet and confer in person and in good faith to identify the issues in dispute and arrive at stipulations designed to simplify the presentation of relevant evidence. This component is mandatory and compliance will not be excused, even if some settlement discussions may have occurred earlier in the case or prospects for settlement seem poor. The court will encourage cooperation by applying the sanction provisions of Family Code §271. All settlement options must be thoroughly explored and methods of efficiently resolving disputed issues must be discussed. In cases where counsel for one side has offices outside San Luis Obispo County, an intermediate meeting location shall be selected if appropriate.

AT LEAST 2 COURT DAYS BEFORE TRIAL

The following documents are to be filed with the clerk of the department where the trial is set and serve copies on all sides:

- o Trial brief. The Trial Brief must include a witness list that identifies the persons that you may call to testify and that digests the expected testimony of each witness. If the witness will testify as an expert witness, you must attach a copy of the experts resume and any written report prepared by that witness.
- o Joint Property Statement
- o Current Income and Expense Declarations with supporting schedules and payroll documentation.
- o If child support is in issue, prepare a computer generated report setting forth your contention of Guideline Child Support.

DAY OF TRIAL

Counsel must certify to the court that they have met and conferred in person at the Case Conference. Tell the court what issues were settled and identify the issues that could not be settled. Give the court any written stipulations relating to evidence or agreed facts.

The Exhibit List and the original set of exhibits must be delivered to the clerk in the trial department.

The timely appearance of witnesses must be carefully accomplished so that an adequate number of witnesses are available to fill each court day. An objection to evidence must be limited to the grounds. Argument of objections will occur only if invited by the court.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Pat Sample 1234 Main Street San Luis Obispo, CA 93401 TELEPHONE NO.: (805) 555-1234 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): Petitioner in Pro Per	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Luis Obispo STREET ADDRESS: 1035 Palm Street, Room 385 MAILING ADDRESS: CITY AND ZIP CODE: San Luis Obispo, CA 93408 BRANCH NAME:	
PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/PARTY:	CASE NUMBER: FL060572 (If applicable, provide): HEARING DATE: HEARING TIME: DEPT.:
PROOF OF SERVICE BY MAIL	

NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is:
2020 Osos
San Luis Obispo, CA 93401
3. I served a copy of the following documents (specify) :
Community Property Declaration (FL-160)
Income and Expense Declaration (FL-150)
Trial Brief

 by enclosing them in an envelope AND
 - a. depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.
 - b. placing the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
4. The envelope was addressed and mailed as follows:
 - a. Name of person served: **Sam Sample**
 - b. Address: **333 Oak Street**
San Luis Obispo, CA 93401
 - c. Date mailed: **7/6/2008**
 - d. Place of mailing (city and state): **San Luis Obispo, CA**
5. I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order (form FL-334) may be used for this purpose.)
6. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **7/6/2008**

Bill Server

(TYPE OR PRINT NAME)

Bill Server

(SIGNATURE OF PERSON COMPLETING THIS FORM)

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: Pat Sample FIRM NAME: STREET ADDRESS: 1234 Main Street CITY: San Luis Obispo, CA 93401 TELEPHONE NO.: (805) 555-1234 E-MAIL ADDRESS: ATTORNEY FOR (name): Petitioner in Pro Per	STATE BAR NO.: STATE: ZIP CODE: FAX NO.:
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Luis Obispo STREET ADDRESS: 1035 Palm Street, Room 385 MAILING ADDRESS: CITY AND ZIP CODE: San Luis Obispo, CA 93408 BRANCH NAME:	
PETITIONER: Pat Sample RESPONDENT: Sam Sample OTHER PARENT/PARTY	
<input checked="" type="checkbox"/> PETITIONER'S <input type="checkbox"/> RESPONDENT'S <input checked="" type="checkbox"/> COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION <input type="checkbox"/> SEPARATE PROPERTY DECLARATION	CASE NUMBER: FL060572

See *Instructions* on page 4 for information about completing this form. For additional space, use *Continuation of Property Declaration* (form FL-161).

A	B	C	-	D	=	E	F	
ITEM NO.	DATE ACQUIRED	GROSS FAIR MARKET VALUE		AMOUNT OF DEBT		NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to:	
							PETITIONER	RESPONDENT
1. REAL ESTATE 1234 Main Street, San Luis Obispo, CA 93401	5/4/90	\$ 550000.00		\$ 200000.00		\$ 350000.00	\$ 175000.00	\$ 175000.00
2. HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES Household Furniture in Petitioner's Possession	6/1/90	500.00		0.00		500.00	500.00	
Household Furniture in Respondent's Possession	6/1/90	500.00		0.00		500.00		500.00
3. JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.								
4. VEHICLES, BOATS, TRAILERS								
5. SAVINGS ACCOUNTS Bank of America Savings	7/1/90	700.00		0.00		700.00	350.00	350.00
6. CHECKING ACCOUNTS Bank of America Checking	7/1/90	5000.00		0.00		5000.00	2500.00	2500.00

A		B	C	-	D	=	E	F	
ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE		AMOUNT OF DEBT		NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT	
7.	CREDIT UNION, OTHER DEPOSITORY ACCOUNTS				\$		\$	\$	\$
8.	CASH								
9.	TAX REFUND								
10.	LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE								
11.	STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS								
12.	RETIREMENT AND PENSIONS Western Conference	2/2/96	15000.00		0.00		15000.00	7500.00	7500.00
13.	PROFIT-SHARING, IRAS, DEFERRED COMPENSATION, ANNUITIES								
14.	ACCOUNTS RECEIVABLE, UNSECURED NOTES								
15.	PARTNERSHIP, OTHER BUSINESS INTERESTS								
16.	OTHER ASSETS								
17.	ASSETS FROM CONTINUATION SHEET								
18.	TOTAL ASSETS		571700.00		200500.00		371200.00	185600.00	185600.00

A		B	C	D	
ITEM NO.	DEBTS - SHOW TO WHOM OWED	DATE INCURRED	TOTAL OWING	PROPOSAL FOR DIVISION Award or Confirm to:	
				PETITIONER	RESPONDENT
19.	STUDENT LOANS		\$	\$	\$
20.	TAXES				
21.	SUPPORT ARREARAGES				
22.	LOANS-UNSECURED				
23.	CREDIT CARDS Target Credit Card	4/3/1992	-500.00	-250.00	-250.00
24.	OTHER DEBTS				
25.	OTHER DEBTS FROM CONTINUATION SHEET				
26.	TOTAL DEBTS		-500.00	-250.00	-250.00

A Continuation of Property Declaration (form FL-161) is attached and incorporated by reference.

I declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the foregoing is a true and correct listing of assets and obligations and the amounts shown are correct.

Date: **11/1/2008**

Pat Sample

(TYPE OR PRINT NAME)

Pat Sample

SIGNATURE

INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM FL-160

Property Declaration (form FL-160) is a multipurpose form, which may be filed with the court as an attachment to a *Petition* or *Response* or served on the other party to comply with disclosure requirements in place of a *Schedule of Assets and Debts* (form FL-142). Courts may also require a party to file a *Property Declaration* as an attachment to a *Request to Enter Default* (form FL-165) or *Judgment* (form FL-180).

When filing a *Property Declaration* with the court, do not include private financial documents listed below.

Identify the type of declaration completed

1. Check "Community and Quasi-Community Property Declaration" on page 1 to use *Property Declaration* (form FL-160) to provide a combined list of community and quasi-community property assets and debts. Quasi-community property is property you own outside of California that would be community property if it were located in California.
2. Do not combine a separate property declaration with a community and quasi-community property declaration. Check "Separate Property Declaration" on page 1 when using *Property Declaration* to provide a list of separate property assets and debts.

Description of the Property Declaration chart

Pages 1 and 2

1. Column A is used to provide a brief description of each item of separate or community or quasi-community property.
2. Column B is used to list the date the item was acquired.
3. Column C is used to list the item's gross fair market value (an estimate of the amount of money you could get if you sold the item to another person through an advertisement).
4. Column D is used to list the amount owed on the item.
5. Column E is used to indicate the net fair market value of each item. The net fair market value is calculated by subtracting the dollar amount in column D from the amount in column C ("C minus D").
6. Column F is used to show a proposal on how to divide (or confirm) the item described in column A.

Page 3

1. Column A is used to provide a brief description of each separate or community or quasi-community property debt.
2. Column B is used to list the date the debt was acquired.
3. Column C is used to list the total amount of money owed on the debt.
4. Column D is used to show a proposal on how to divide (or confirm) the item of debt described in column A.

When using this form only as an attachment to a *Petition* or *Response*

1. Attach a *Separate Property Declaration* (form FL-160) to respond to item 9. Only columns A and F on pages 1 and 2 and columns A and D on page 3 are required.
2. Attach a *Community or Quasi-Community Declaration* (form FL-160) to respond to item 10, and complete column A on all pages.

When serving this form on the other party as an attachment to *Declaration of Disclosure* (form FL-140)

1. Complete columns A through E on pages 1 and 2, and columns A through C on page 3.
2. Copies of the following documents must be attached and served on the other party:
 - (a) *For real estate* (item 1): deeds with legal descriptions and the latest lender's statement.
 - (b) *For vehicles, boats, trailers* (item 4): the title documents.
 - (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
 - (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
 - (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
 - (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
 - (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
 - (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
 - (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
 - (j) *For other assets* (item 16): the most current statement, title document, or declaration.
 - (k) *For support arrearages* (item 21): orders and statements.
 - (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
3. Do not file copies of the above private financial documents with the court.

When filing this form with the court as an attachment to *Request to Enter Default* (FL-165) or *Judgment* (FL-180)
Complete all columns on the form.

For more information about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see <http://www.courts.ca.gov/8218.htm>.

PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/CLAIMANT:	CASE NUMBER: FL060572
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Attach copies of your pay stubs for the last two months and proof of any other income. Take a copy of your latest federal tax return to the court hearing. (Black out your social security number on the pay stub and tax return.)

5. Income (For average monthly, add up all the income you received in each category in the last 12 months and divide the total by 12.)

	Last month	Average monthly
a. Salary or wages (gross, before taxes)	\$ 3010.00	3010.00
b. Overtime (gross, before taxes)	\$	\$
c. Commissions or bonuses	\$	\$
d. Public assistance (for example: TANF, SSI, GA/GR) <input type="checkbox"/> currently receiving	\$	\$
e. Spousal support <input type="checkbox"/> from this marriage <input type="checkbox"/> from a different marriage	\$	\$
f. Partner support <input type="checkbox"/> from this domestic partnership <input type="checkbox"/> from a different domestic partnership	\$	\$
g. Pension/retirement fund payments	\$	\$
h. Social security retirement (not SSI)	\$	\$
i. Disability: <input type="checkbox"/> Social security (not SSI) <input type="checkbox"/> State disability (SDI) <input type="checkbox"/> Private insurance.	\$	\$
j. Unemployment compensation	\$	\$
k. Workers' compensation	\$	\$
l. Other (military BAQ, royalty payments, etc.) (specify) :	\$	\$

6. Investment income (Attach a schedule showing gross receipts less cash expenses for each piece of property.)

a. Dividends/interest	\$	
b. Rental property income	\$	
c. Trust income	\$	
d. Other (specify) :	\$	

7. Income from self-employment, after business expenses for all businesses \$

I am the owner/sole proprietor business partner other (specify) :

Number of years in this business (specify) :

Name of business (specify) :

Type of business (specify) :

Attach a profit and loss statement for the last two years or a Schedule C from your last federal tax return. Black out your social security number. If you have more than one business, provide the information above for each of your businesses.

8. Additional income. I received one-time money (lottery winnings, inheritance, etc.) in the last 12 months (specify source and amount) :
9. Change in income. My financial situation has changed significantly over the last 12 months because (specify) :

10. Deductions

	Last month
a. Required union dues	\$
b. Required retirement payments (not social security, FICA, 401(k), or IRA)	\$
c. Medical, hospital, dental, and other health insurance premiums (total monthly amount)	\$
d. Child support that I pay for children from other relationships	\$
e. Spousal support that I pay by court order from a different marriage	\$
f. Partner support that I pay by court order from a different domestic partnership	\$
g. Necessary job-related expenses not reimbursed by my employer (attach explanation labeled "Question 10g")	\$

11. Assets

	Total
a. Cash and checking accounts, savings, credit union, money market, and other deposit accounts	\$
b. Stocks, bonds, and other assets I could easily sell	\$
c. All other property, <input type="checkbox"/> real and <input type="checkbox"/> personal (estimate fair market value minus the debts you owe)	\$



PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/CLAIMANT:	CASE NUMBER: FL060572
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12. The following people live with me:

Name	Age	How the person is related to me? (ex: son)	That person's gross monthly income	Pays some of the household expenses?
a. Chad Sample	2	Son	0.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b.				<input type="checkbox"/> Yes <input type="checkbox"/> No
c.				<input type="checkbox"/> Yes <input type="checkbox"/> No
d.				<input type="checkbox"/> Yes <input type="checkbox"/> No
e.				<input type="checkbox"/> Yes <input type="checkbox"/> No

13. Average monthly expenses Estimated expenses Actual expenses Proposed needs

a. Home:

(1) Rent or mortgage\$ **1700.00**

If mortgage:

(a) average principal: \$ _____

(b) average interest: \$ _____

(2) Real property taxes\$ **250.00**

(3) Homeowner's or renter's insurance
(if not included above)\$ **75.00**

(4) Maintenance and repair\$ _____

b. Health-care costs not paid by insurance\$ _____

c. Child care\$ **300.00**

d. Groceries and household supplies\$ _____

e. Eating out\$ _____

f. Utilities (gas, electric, water, trash)\$ **150.00**

g. Telephone, cell phone, and e-mail\$ **150.00**

h. Laundry and cleaning\$ _____

i. Clothes\$ _____

j. Education\$ _____

k. Entertainment, gifts, and vacation\$ _____

l. Auto expenses and transportation
(insurance, gas, repairs, bus, etc.)\$ **250.00**

m. Insurance (life, accident, etc.; do not include auto, home, or health insurance) \$ _____

n. Savings and investments\$ _____

o. Charitable contributions\$ _____

p. Monthly payments listed in item 14
(itemize below in 14 and insert total here) \$ **0.00**

q. Other (specify) :\$ _____

r. TOTAL EXPENSES (a-q) (do not add in the amounts in a(1)(a) and (b)) \$ **2875.00**

s. Amount of expenses paid by others \$ _____

14. Installment payments and debts not listed above

Paid to	For	Amount	Balance	Date of last payment
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

15. Attorney fees (This is required if either party is requesting attorney fees.):

- a. To date, I have paid my attorney this amount for fees and costs (specify) : \$
- b. The source of this money was (specify) :
- c. I still owe the following fees and costs to my attorney (specify total owed) : \$
- d. My attorney's hourly rate is (specify) : \$

I confirm this fee arrangement.

Date:

(TYPE OR PRINT NAME OF ATTORNEY)

(SIGNATURE OF ATTORNEY)

PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/CLAIMANT:	CASE NUMBER: FL060572
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CHILD SUPPORT INFORMATION

(NOTE: Fill out this page only if your case involves child support.)

16. Number of children

- a. I have (specify number): **1** children under the age of 18 with the other parent in this case.
- b. The children spend **90** percent of their time with me and **10** percent of their time with the other parent.
 (If you're not sure about percentage or it has not been agreed on, please describe your parenting schedule here.)

17. Children's health-care expenses

- a. I do I do not have health insurance available to me for the children through my job.
- b. Name of insurance company:
- c. Address of insurance company:

d. The monthly cost for the children's health insurance is or would be (specify) : \$
 (Do not include the amount your employer pays.)

18. Additional expenses for the children in this case

Amount per month

- a. Child care so I can work or get job training\$ 300.00
- b. Children's health care not covered by insurance\$ _____
- c. Travel expenses for visitation\$ _____
- d. Children's educational or other special needs (specify below) :\$ _____

19. Special hardships. I ask the court to consider the following special financial circumstances

(attach documentation of any item listed here, including court orders):

Amount per month

For how many months?

- a. Extraordinary health expenses not included in 18b\$ _____
- b. Major losses not covered by insurance (examples: fire, theft, other insured loss)\$ _____
- c. (1) Expenses for my minor children who are from other relationships and are living with me\$ _____
 (2) Names and ages of those children (specify) :

(3) Child support I receive for those children\$ _____

The expenses listed in a, b and c create an extreme financial hardship because (explain) :

20. Other information I want the court to know concerning support in my case (specify) :

PREPARE AND FILE A TRIAL BRIEF

1. Attached is a "fill in the blanks" sample Trial Brief. You can use the blank sample trial brief or you can do your own form. Basically, you must relate what you think will need to be decided by the judge, and state what orders you would like the judge make. If you need more room, you can attach additional pages.
2. You must also complete, file and serve a new Income and Expense form (FL-150). The judge will want to see up-to-date information at the time of the trial.
3. After you have done the Trial Brief and the Income and Expense Declaration, you should make 2 copies of each.
4. Save 1 copy of each for your own file.
5. Find someone who can mail a copy of the Trial Brief and a copy of the Income and Expense to the other side. Fill out the Proof of Service by Mail (FL-335), showing that a copy of the documents are being mailed to the other side. Fill in the rest of the required information. Have the person who is going to mail the documents date and sign the Proof of Service by Mail form.
6. Make 1 copy of the Proof of Service by Mail form for your records.
7. Put one copy of each of the following into the envelope to be mailed to the other side: **Trial Brief and Income and Expense Declaration.**
8. Have the person mail the envelope.
9. Take the original and at least 1 copy of the following documents to the clerk's office for filing: **Trial Brief, Income and Expense Declaration and Proof of Service.**

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2. Issues: I think the court will need to decide the following issues: Date of Marriage
 Date of Separation Child Custody and Visitation Child Support Spousal Support
 Community Property Asset and Debt division Separate Property Other (specify):

3. Related Cases:
The related cases are as follows:

4. Prior Orders:
The prior orders are as follows:

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5. Child Custody and Visitation

Petitioner's Respondent's Contentions:

6. Child Support

Petitioner's Respondent's Contentions:

7. Spousal Support

Petitioner's Respondent's Contentions:

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8. Community Property

List of Community Property Claimed to be Community:

- a.
- b.
- c.
- d.
- e.

Petitioner's Respondent's Contentions:

9. Separate Property

List of Separate Property Claimed to be Separate:

- a.
- b.
- c.
- d.
- e.

Petitioner's Respondent's Basis of the Separate Property Claim:

Respectfully Submitted,

Dated:

Name:
 Petitioner in Pro Per Respondent in Pro Per

Calculation Results Summary

Monthly Support Totals	Parent 1	Parent 2
Monthly Child Support Amount	957.00	0.00
Basic Child Support Amount	807.00	0.00
Child Support Add-Ons Amount	150.00	0.00
Child Care	0.00	300.00
Visit/Travel Expenses	0.00	0.00
School Expenses	0.00	0.00
Uninsured Health Expenses	0.00	0.00
Total Arrears Support Amount	0.00	0.00
Temporary Spousal Support Amount (N/A)	0.00	0.00
Monthly Tax/Income Information (Tax Year: 2009)	Parent 1	Parent 2
Monthly Net Disposable Income	3563.00	2713.00
Monthly Taxable Gross Income	5000.00	3010.00
Monthly Non-Taxable Gross Income	0.00	0.00
Federal Adjusted Gross Income	5000.00	3010.00
Federal Taxable Income	4254.00	1760.00
Net Income Of Parties With Support	2606.00	3670.00
Federal Tax Filing Status	SINGLE	HEAD OF HOUSEHOLD
Number of Tax Exemptions(Federal)	1	2
State Tax Filing Status	SAME AS FEDERAL	SAME AS FEDERAL
Number of Tax Exemptions(State)	1	2
Federal Tax Liabilities	759.00	73.00
State Tax Liabilities	255.00	-30.00
FICA	383.00	230.00
Self Employment Tax	0.00	0.00
CASDI	40.00	24.00
TANF/CalWORKS	NO	NO
Other Monthly Deduction Totals	Parent 1	Parent 2
Child Support Paid (Other Relationships)	0.00	0.00
Required Union Dues	0.00	0.00
Mandatory Retirement	0.00	0.00
Other Guideline Deductions	0.00	0.00
Health Insurance Premium	0.00	0.00
Hardship Deduction Amount	0.00	0.00
Hardship Deduction Children	0.0	0.0
Necessary Job-Related Expenses	0.00	0.00
Extraordinary Health Expenses	0.00	0.00
Uninsured Catastrophic Losses	0.00	0.00

PARENT 1 is required to pay PARENT 2 \$957.00 in CURRENT SUPPORT

Monthly Support Amounts Per Child	% Time with Parent1	Parent1 Add-Ons	Parent1 Support	Parent1 Total	Parent2 Add-Ons	Parent2 Support	Parent2 Total
FIRST-BORN	10.0%	150.00	807.00	957.00	0.00	0.00	0.00
	%						
	%						
	%						
	%						
	%						
	%						
	%						

Average % Time with NCP	10.0%	150.00	807.00	957.00	0.00	0.00	0.00
Total Child Support Arrears Per Child							
Child Name	Prior Period Date Range	Parent1 Add-Ons	Parent1 Support	Parent1 Total	Parent2 Add-Ons	Parent2 Support	Parent2 Total
FIRST-BORN	Not Applicable	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

Calculation Results Detail

Tax Setting Details		
	Parent 1	Parent 2
Federal Tax Settings		
Include Self-Employment Taxes	YES	YES
Include FICA	YES	YES
Include Medicare	YES	YES
Include Advance Earned Income Credit	YES	YES
Number of Children for Child Care Credits	0	1
Number of Children for Earned Income Credits	0	1
Number of Children for Child Tax Credits	0	1
Parent is Blind	NO	NO
Parent is 65 or Older	NO	NO
New Spouse is Blind	NO	NO
New Spouse is 65 or Older	NO	NO
Married Filing Separately, Lived with Spouse Part of the Year	YES	YES
State Tax Settings		
Include California State Income Taxes	YES	YES
California State Disability Insurance	YES	YES
Dependency Credit for Dependent Parent(s)	NO	NO
Joint Custody Head of Household Credit	NO	NO
California Renter's Credit	YES	YES
Number of Children for Child Tax Credits	0	1
Number of Children for Child Tax Credits		
Include Other State Income Taxes	NO	NO
Other State Tax Rate		
Other State Tax Amount		
Deduction type when NCP and Other Parent are Married Filing Separately		

Monthly Income Details

	Parent 1	Parent 2
Wages/Salary	5000.00	3010.00
Parent 1: Based on earned income: \$5000.00 MONTHLY		
Parent 2: Based on earned income: \$3010.00 MONTHLY		

Self-Employment Income	0.00	0.00
Unemployment Compensation	0.00	0.00
Disability (Taxable)	0.00	0.00
Other Taxable Income	0.00	0.00
Interest Received	0.00	0.00
Nonqualified Dividends	0.00	0.00
Qualified Dividends	0.00	0.00
Operating Losses and Other Income	0.00	0.00
Short-Term Capital Gains	0.00	0.00
Long-Term Capital Gains	0.00	0.00
Rental Income	0.00	0.00
Social Security Income(Taxable)	0.00	0.00
Line 4e from IRS Form 4952	0.00	0.00
Unrecaptured Section 1250 Gains	0.00	0.00
Royalties	0.00	0.00
Other Taxable Income Adjustments	0.00	0.00
Other Non-Taxable Income	0.00	0.00
Social Security Income (Non-Taxable)	0.00	0.00
Significant Other/New-Mate Income	0.00	0.00
Tax Exempt Interest	0.00	0.00
Depreciation or Other	0.00	0.00
Disability	0.00	0.00
Worker's Compensation	0.00	0.00
Public Assistance and Child Support Received	0.00	0.00
Public Assistance	0.00	0.00
Child Support Received	0.00	0.00
New-Spouse Income	0.00	0.00
Wages/Salary	0.00	0.00
Self-Employment Income	0.00	0.00
Social Security Income(Taxable)	0.00	0.00
Social Security Income(Non-Taxable)	0.00	0.00
Other Taxable Income	0.00	0.00
Spousal Support Paid Other Marriage	0.00	0.00
Retirement Contribution if Adjustments to Income	0.00	0.00
Required Union Dues	0.00	0.00
Necessary Job-Related Expenses	0.00	0.00

Monthly Deduction Details		
	Parent 1	Parent 2
Child Support Paid (Other Relationships)	0.00	0.00
Spousal Support Paid This Relationship	0.00	0.00
Property Tax	0.00	0.00
Mortgage Interest	0.00	0.00

Other Itemized Deductions	0.00	0.00
Other Medical Expenses	0.00	0.00
Deductable Interest Expenses	0.00	0.00
Contribution Deduction	0.00	0.00
Miscellaneous Itemized	0.00	0.00
Required Union Dues	0.00	0.00
Health Insurance Premium	0.00	0.00
Paid By Party (Pre-Tax)	0.00	0.00
Paid By Party (Post-Tax)	0.00	0.00
Wage Deduction (Pre-Tax)	0.00	0.00
Wage Deduction (Post-Tax)	0.00	0.00
Retirement Contributions	0.00	0.00
Mandatory Retirement(Tax-Deffered)	0.00	0.00
Mandatory Retirement(Non-Tax-Deferred)	0.00	0.00
Voluntary Retirement(Non-Tax-Deferred)	0.00	0.00
Other Guideline Deductions	0.00	0.00
Spousal/Other Partner Support Paid Other Relationship	0.00	0.00
Necessary Job-Related Expenses	0.00	0.00
State Adjustments		
State Adjustments to Income	0.00	0.00
State Adjustments to Itemized Deduction	0.00	0.00
Monthly Hardship Deduction		
Hardship Deduction Amount	0.00	0.00
Hardship Deduction Children	0.0	0.0
Hardship Deduction Expenses		
Extraordinary Health Expenses	0.00	0.00
Uninsured Catastrophic Losses	0.00	0.00
Other Tax Deductions	0.00	0.00
Adjustments to Income	0.00	0.00
Other Discretionary Deductions	0.00	0.00
Alternative Minimum Tax Information	0.00	0.00
Certain Interest on Home Mortgage	0.00	0.00
Investment Interest	0.00	0.00
Post-1986 Depreciation	0.00	0.00
Adjusted Gain or Loss	0.00	0.00
Incentive Stock Options	0.00	0.00
Passive Activities	0.00	0.00
Estates and Trusts, Schedule K-1	0.00	0.00
Tax Exempt Interest From Private Activity Bond	0.00	0.00
Other Preferences	0.00	0.00
Alternative Minimum Tax Operating Loss Deduction	0.00	0.00

CHECKLIST OF ISSUES FOR TRIAL

Petition and Response should be filed. Both parties should have attended a parenting class. Both parties should have served and filed preliminary and final declarations of disclosure.

On the day of your trial, the judge will resolve all the issues in your case.

You should review the following issues to prepare for your case conference, prepare your trial brief and get ready for your trial.

1. **Status of Marriage**

Standard: Irreconcilable differences have arisen.

If you were married, then the judge will want to know if “irreconcilable differences have arisen leading to the irremediable breakdown of the marriage.” This means that there has been a breakdown of the marriage and that no amount of counseling will reunite the two of you.

2. **Custody and Visitation**

Standard: Best Interest of Child

If there is a child or children, then you will want to explain to the judge what you want and why. Don't forget to tell the judge why you believe your proposal is in the best interests of the child or children.

3. **Child Support**

Standard:

- a. Establish Dad's Income
- b. Establish Mom's Income
- c. Establish Percentage of Time with Non-Custodial Parent
- d. Other Factors

If there is a case with the Department of Child Support Services, you will want to let the judge know this. If you know the case number, tell the judge the case number. If the case is in another county, you will want to tell the judge the name of the other county where the DCSS case is located.

If there is no child support order, but you are planning to have the Department of Child Support Services get involved, then you should let the judge know about this, but you probably will want the judge to set the child support order while you are there in

court. If the judge needs to set the child support, then you must file and serve your Income and Expense Declaration (FL-150), since the judge will want to see it to help in deciding the correct child support amount. Also, you will have to make an estimate for the judge as to the other parent's gross income before taxes. If you tell the judge, "I don't know what he makes", then the judge will have a difficult time making an order. Remember, you know more about what the other parent earns or is able to earn than the judge does. For this reason, you can describe the other parent's occupation, experience, etc., and let the judge know what you believe the other parent is capable of earning. The judge can then use this figure in setting the other parent's earnings.

You may ask the judge to make an order that the other side carry the minor child on health insurance available through the other parent's employment even if s/he does not have insurance now. Note that the judge will likely make the same order for you; that you carry the children on your insurance if it is available at no or reasonable cost through your employment. The judge may also order that each of you pay one-half of any reasonable uninsured health care expenses.

4. **Spousal Support:** If you want the court to make a spousal support order for a specific amount of money then you must file and serve your Income and Expense Declaration (FL-150) and address the following factors:

- Standard:
- a. Ability to Pay
 - b. Need for Support
 - c. Standard of Living During Marriage
 - d. Length of Marriage
 - e. Age and health of each spouse;
 - f. How much income each can earn on their own;
 - g. What the expenses of each spouse are;
 - h. Whether there are minor children at home;
 - i. The history of the way the couple handled money during the marriage
 - j. What each person needs,
 - k. What each person pays or can pay (including earnings and earning capacity),
 - l. Whether having a job would make it too hard to take care of the child(ren),
 - m. Debts and property,
 - n. Whether 1 spouse or domestic partner helped the other get an education, training, career, or professional license,
 - o. Whether there was domestic violence in the marriage or domestic partnership,
 - p. Whether 1 spouse's, or domestic partner's, career was affected by unemployment, or by taking care of the children or home, and

- q. The tax impact of spousal support (note: federal and state tax laws were not changed to recognize domestic partnerships.)

Let the judge know what you want regarding spousal support. If you do not ever want spousal support (now or in the future), then let the judge know you are “waiving” spousal support. If you waive spousal support, you will never be able to ask for spousal support in the future, even if you need it.

If you want the court to make spousal support orders in the future, then let the judge know that you want to “reserve jurisdiction” over the issue of spousal support.

5. **Property (Real Property or Personal Items, or Debts)**

Standard: Equal Division of Community Property and Debt

Community Property: Assets and debts that were purchased or incurred after date of marriage and before date of separation.

Separate Property: Assets and debts that were purchased or incurred before date of marriage and after date of separation. Separate property also includes all gifts and inheritance.

If there are no assets or debts to be divided by the judge, let the judge know this.

On the other hand, if there are assets or debts to be divided:

a. If the items are separate property and were or were not listed on the Petition (FL-100), then you should have a Separate Property Declaration (FL-160) filed and served by mail on the opposing party. If you have not done this, then you probably are not ready for your trial.

b. If the items are community property and they were or were not listed on the Petition (FL-100), then you should have a Community Property Declaration (FL-160) filed and served by mail on the opposing party. If you have not done this, then you probably are not ready for your trial.

c. If your Property Declarations (FL-160) were filed and served by mail on the opposing party, then you can ask that the judge order the distribution as you set out in the Property Declaration(s).

6. Parenting Class

If there is a child or children, each of you is suppose to have taken the Parenting Class. If you took the class, let the judge know this. If the other side has not taken the class, **ASK THE JUDGE FOR A WAIVER.**

7. Disclosure Regarding Assets/Debts, etc.

Also, let the judge know that you did your disclosure documents. If the other side did not do their disclosure documents, then tell the judge this. **ASK THE JUDGE FOR A WAIVER FOR THE OTHER SIDE.** Your goal is that the judge relieve the other side of the requirement to do the disclosure so that you can finalize your case. On the other hand, if you really want to see the other side's disclosure documents, then the judge can order that the other side do it, or the judge can divide assets and debts based upon what you know of, and then retain jurisdiction over the assets and debts until the time that the other side does a disclosure. **IF YOU DO NOT CARE ABOUT THE OTHER SIDE'S DISCLOSURE, THOUGH, THEN ASK FOR A WAIVER. IT WILL MAKE THE PAPERWORK TO FINALIZE THE CASE EASIER.**

8. Restoring of your former name

If you want the judge to order that your name be restored to your maiden name, be sure to request this at the time of your trial.

FINISHING UP THE PAPERWORK OF THE CASE: About a week after the hearing, you can buy a copy of the minute order from the clerk's office. It is .50 cents per page. Usually, the minute order is just a page or two. You should bring the minute order back to us, along with all of your other case paperwork, and we will help you do the final paperwork for the case.