

# How to Request Entry of Default

## WHEN TO USE THIS PACKET

These forms can be used to ask the court to enter the default of the other parent in a Dissolution, Legal Separation, Nullity, or a Petition to Establish Parental Relationship. If this is Dissolution, Legal Separation or Nullity and you have served the other parent with a Summons, Petition, Declaration of Disclosure, Schedule of Assets and Debts and an Income and Expense Declaration and they have not filed a Response within 30 days of service; you may ask for Entry of Default. If this is a Petition to Establish Paternity case and you have served the other parent with a Summons, Petition and UCCJEA Decl. and the other party has not filed a Response within 30 days of service; you may ask for Entry of Default.

The other side may file a Response at any time before Default is entered – Even after the 30 days has passed. Once the Default is submitted and entered by the court the other side may no longer file a Response.

Entry of **Default** is not a judgment. You must follow through and obtain a final judgment. Obtaining a judgment requires you to complete additional forms that are available as separate packets.

**SAMPLE**

**FORMS**



*How to fill out*

**REQUEST TO ENTER  
DEFAULT  
(FL-165)**

- page two -

**DIRECTIONS**

- ▶ Find the number on the sample form. *Example:* ❶
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink

a

CASE NAME (Last name, first name of each party)	CASE NUMBER
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4. Memorandum of costs

a.  Costs and disbursements are waived.

b. Costs and disbursements are listed as follows:

(1) <input type="checkbox"/> Clerk's fees	\$
(2) <input type="checkbox"/> Process server's fees	\$
(3) <input type="checkbox"/> Other (specify):	\$
	\$
	\$
	\$
TOTAL	\$

c. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief, the foregoing items of cost are correct and have been necessarily incurred in this cause or proceeding.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

<hr/>	<hr/>
<small>(TYPE OR PRINT NAME)</small>	<small>(SIGNATURE OF DECLARANT)</small>

5. Declaration of nonmilitary status. The respondent is not in the military service of the United States as defined in section 511 of seq. of the Servicemembers Civil Relief Act (50 U.S.C. Appen. § 501 et seq.), and is not entitled to the benefits of such act.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

<hr/>	<hr/>
<small>(TYPE OR PRINT NAME)</small>	<small>(SIGNATURE OF DECLARANT)</small>

R-165 (Rev. January 1, 2012)      **REQUEST TO ENTER DEFAULT**      Page 2 of 3  
(Family Law—Uniform Parentage)

- ❶ Write your last name v. your spouse's last name.
- ❷ Write in your case number.
- ❸ Check box 4a.
- ❹ Do not check any of the boxes in 4b.
- ❺ Date the form. Type or print your name on the left. Sign your name on the right.
- ❻ If the respondent is in the active military, a default cannot be entered against him/her simply by filing these forms.

Seek legal advice. If the other party is not in the military, date and print your name on the left, and sign on the right.

## How to fill out

# FINANCIAL STATEMENT (SIMPLIFIED) (FL-155)

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example: 1*
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ If you know the CASE NUMBER fill it in. If not known, leave it blank.

The image shows a sample of the FL-155 Financial Statement (Simplified) form. It is a structured document with various sections and fields. Numbered callouts (1-11) are placed on the form to indicate key areas: 1. Petitioner/Respondent information; 2. Address; 3. Case identification; 4. Income source selection; 5. Child custody and support; 6. Filing status; 7. Income details; 8. Monthly expenses; 9. Other children; 10. Monthly payments; 11. Employment information.

- 1 Don't use this form for:** Spousal Support, Attorneys Fees or if you are self-employed. Read the INSTRUCTIONS on page 2 of the actual form to make sure you qualify to use this form. Then, write your name and address here.
- 2** If not filled in for you, write "Fresno" after COUNTY OF. The address is: 1100 Van Ness Ave., Fresno CA 93724-0002. The Branch Name is: Central Branch.
- 3** You are the "Petitioner" if you started the case. You are the "Respondent" if another person started the case against you. Write the full name (first, middle, last) of each.
- 4** Check 1.a. if you are on TANF, SSI, or GA/GR and this is the only money you get. If you check this box, skip to **10** (#8) below. Check 1.b if you have applied for TANF, SSI, or GA/GR, but not getting money yet.
- 5** For # 2, put in the number of children born or adopted by you and the other party. For # 3, write in the percentage of time you are with the child/children and the percentage of time the other parent is with them. Example: if you have them weekdays and the other parent has them weekends the children are with you about 70% of the time and with the other parent about 30% of the time.
- 6** For # 4, check the box that tells how you currently file your taxes, either as a single person, married filing together, as head of household, or married but filing on your own.
- 7** For # 5, put in the amount of money you get each month before taxes are taken out. Then check the boxes where the money comes from and write each amount. When you add these amounts, the number should be the same as what you wrote for your total monthly income.
- 8** For # 6, check all boxes that apply to you, and list the amount of each of these expenses.
- 9** Check the box after # 7 if you have other children under age 18 living with you, *who are not part of this case*. Put in the number of children and list the amount of money you spend each month on them.
- 10** Read # 8 carefully, and check all boxes that apply to you. List the average amount of money you spend each month on these items. Attach proof that you make these payments (statements, bills, invoices, etc.).
- 11** For # 9, check the first box if you currently have a job or the second box if you are currently not working. Give the name, address and phone number of your current employer, or your most recent employer. Occupation means your job title. For example, "mechanic" or "cashier." Write the date you started this job and/or stopped & what income was.

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	<b>12</b>	CASE NUMBER:
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10. My estimate of the other party's gross monthly income (*before taxes*) is ..... \$ \_\_\_\_\_ **13**  
 11. My current spouse's monthly income (*before taxes*) is ..... \$ \_\_\_\_\_  
 12. Other information I want the court to know concerning child support in my case (*attach extra sheet with the information*).  
 13.  I am attaching a copy of page 3 of form FL-150, *Income and Expense Declaration* showing my expenses.

I declare under penalty of perjury under the laws of the State of California that the information contained on all pages of this form and any attachments is true and correct.

Date: \_\_\_\_\_ **15**  
 \_\_\_\_\_  
(TYPE OR PRINT NAME) ▶ (SIGNATURE OF DECLARANT)  
 PETITIONER/PLAINTIFF  RESPONDENT/DEFENDANT

**INSTRUCTIONS**

**Step 1: Are you eligible to use this form?** *If your answer is YES to any of the following questions, you may NOT use this form:*

- Are you asking for spousal support (alimony) or a change in spousal support?
- Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- Are you asking the other party to pay your attorney fees?
- Is the other party asking you to pay his or her attorney fees?
- Do you receive money (income) from any source other than the following? **16**
  - Welfare (such as TANF, GR, or GA)
  - Salary or wages
  - Disability
  - Unemployment
  - Interest
  - Workers' compensation
  - Social security
  - Retirement
- Are you self-employed?

If you are eligible to use this form and choose to do so, you do not need to complete the *Income and Expense Declaration* (form FL-150). Even if you are eligible to use this form, you may choose instead to use the *Income and Expense Declaration* (form FL-150).

**Step 2: Make 2 copies of each of your pay stubs for the last two months.** If you received money from other than wages or salary, include copies of the pay stub received with that money.

Privacy notice: If you wish, you may cross out your social security number if it appears on the pay stub, other payment notice or your tax return

**Step 3: Make 2 copies of your most recent federal income tax form.**

**Step 4: Complete this form with the required information.** Type the form if possible or complete it neatly and clearly in black ink. If you need additional room, please use plain or lined paper, 8½-by-11", and staple to this form.

**Step 5: Make 2 copies of each side of this completed form and any attached pages.**

**Step 6: Serve a copy on the other party.** Have someone other than yourself mail to the attorney for the other party, the other party, and the local child support agency, if they are handling the case, 1 copy of this form, 1 copy of each of your stubs for the last two months, and 1 copy of your most recent federal income tax return.

**Step 7: File the original with the court.** Staple this form with 1 copy of each of your pay stubs for the last two months. Take this document and give it to the clerk of the court. Check with your local court about how to submit your return.

**Step 8: Keep the remaining copies of the documents for your file.**

**Step 9: Take the copy of your latest federal income tax return to the court hearing.**

**It is very important that you attend the hearings scheduled for this case. If you do not attend a hearing, the court may make an order without considering the information you want the court to consider.**

# FINANCIAL STATEMENT (FL-155)

- page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example: 15*
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink.
- ▶ If you know the CASE NUMBER, fill it in. If not known, leave it blank.

- 12** List the full name of both parties in the case.
- 13** Put in the total amount of money you think the other party makes in a month before taxes are taken out. If you have remarried write your current spouses income (before taxes).
- 14** If you want the court to know what your expenses are, you can attach page 3 of form FL-150.
- 15** Print your name on the left and sign it on the right. Put in the date that you signed the form. By signing this form you are saying that what you wrote is correct. If you have something else you want the court to know about your case, write it down on another piece of paper and attach it to this form.
- 16** Read and follow the INSTRUCTIONS section carefully. There is nothing to fill out, but there is information here that will help you. "Eligible" means "allowed." Most people filling out this form are probably eligible, but if you answered YES to any of the questions in Step 1, you are not allowed to use this form.

**Make sure to attach check stubs for the last 2 months. Cross out your social security numbers.**

*How to fill out*

**PROPERTY  
DECLARATION  
(FL-160)**

- page one -

**DIRECTIONS**

- ▶ Find the number on the sample form.  
*Example: 1*
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink
- ▶ If you know the CASE NUMBER fill it in. If not known, leave it blank.
- ▶ **Note:** this form must be used **if** you marked box 5(b) on the Divorce Petition and do not have a Marital Settlement Agreement. If you do not have community property and did not mark box 5(b) on the petition, you do not need to complete this form.

The image shows a sample of the FL-160 Property Declaration form. It includes a header section with fields for the filer's name, address, and court information. Below this is a section for identifying the filer as either the Petitioner or Respondent, and a checkbox for community or quasi-community property. The main body of the form is a table with columns for item number, brief description, gross fair market value, amount of debt, net fair market value, and a proposal for division for both parties. Numbered callouts (1-9) point to specific areas: 1 points to the filer's name and address; 2 points to the court information; 3 points to the filer's name; 4 points to the checkboxes; 5 points to the item description column; 6 points to the gross fair market value column; 7 points to the amount of debt column; 8 points to the net fair market value column; and 9 points to the proposal for division columns.

- 1 Print your name, address and phone number.
- 2 If not filled in for you, write “Fresno” after COUNTY OF. The address is: 1100 Van Ness Ave., Fresno CA 93724-0002. The Branch Name is: Central Division.
- 3 Write the name of the Petitioner and Respondent. The Petitioner is the party that starts the case against another person, the Respondent.
- 4 Check the box that identifies you as the Petitioner or Respondent. Check the box for Community or Quasi-Community Property. Community property is property acquired during the marriage with community funds.
- 5 Write each item in its appropriate category listed on this form, if you have such items. If you need more space, attach a sheet of paper (a continuation sheet) and number the item the same number as the item on the form. Example: #1 for Real Estate list all real estate (land, buildings), including addresses and attach copies of deeds, etc.), #2 for Household Furniture examples: sofas, lamps, televisions, computers, etc.), #3 for Jewelry, Antiques, Art, Coin Collections (Note: these items should be appraised (given a dollar value by someone in that business), #4 Vehicles, Boats, Trailers (list all vehicles such as cars, motorcycles, boats, and trailers. Attach copies of documents that show ownership, such as DMV registration), etc.
- 6 For each category that you list property, you **must** list the gross market value of that item.
- 7 For each item listed, you must list the amount of debt on that item.
- 8 From the Gross Market Value, deduct the debt owed on that item. This gives you the net fair market value.
- 9 Write the amount that each party is to be awarded as his/her share of that item. It is not a requirement that each item be divided equally; however, **the division must be in equal amounts on the “TOTALS”** (item #14 on second page). **Note:** you may always assume more of the debt, but cannot assign more of the debt to the other party, unless the parties agree in writing and submit a Marital Settlement Agreement with the judgment. If that were the case, this document would not be required.

## How to fill out

# PROPERTY DECLARATION (FL-160)

- page two -

## DIRECTIONS

- ▶ Find the number on the sample form.  
*Example:* 10
- ▶ Go to the same number below to find out how to fill out the form.
- ▶ Type or print in black ink
- ▶ If you know the CASE NUMBER fill it in. If not known, leave it blank.

ITEM NO.	BRIEF DESCRIPTION	GROSS MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSED AWARD TO PETITIONER (Equal Share/Amount)
10	5. SAVINGS, CHECKING, CREDIT UNION, CASH	11	12	13	14
	6. LIFE INSURANCE (CASH VALUE)				
	7. EQUIPMENT, MACHINERY, LIVESTOCK				
	8. STOCKS, BONDS, SECURED NOTES				
	9. RETIREMENT, PENSION, PROFIT-SHARING, ANNUITIES				
	10. ACCOUNTS RECEIVABLE, UNSECURED NOTES, TAX REFUNDS				
	11. PARTNERSHIPS, OTHER BUSINESS INTERESTS				
	12. OTHER ASSETS AND DEBTS				
	15. TOTAL FROM CONTINUATION SHEET	15			
	16. TOTALS	16	17	18	19

20  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 complete listing of assets and liabilities and the amounts shown are correct.

DATE: 21 \_\_\_\_\_

PROPERTY DECLARATION (Priority Lien)

- 10 Write each item in its appropriate category listed on this form, if you have such items. If you need more space, attach a sheet of paper (a continuation sheet) and number the item the same number as the item on the form, **as you did on the previous page**.
- 11 For each category that you list property, you **must** list the gross market value of that item.
- 12 For each item listed, you **must** list the amount of debt on that item.
- 13 From the Gross Market Value, deduct the debt owed on that item. This gives you the net fair market value.
- 14 Write the amount each party is to be awarded as his/her share of that item.
- 15 If you used extra continuation sheets, add up all amounts and list them in the proper columns.
- 16 Add up the total of all the numbers in the Amount of Debt column from all the pages and insert the total.
- 17 Add up the total of all the numbers in the Net Value column from all the pages and insert the total.
- 18 Add up the total of all the numbers in the Gross Market Value column from all the pages and insert the total.
- 19 Write the total amount that each party is to be awarded as his/her share of the community property by adding all the numbers in each of these two columns. **The division must be in equal amounts on the "TOTALS" (item #14).** **Note:** you may always assume more of the debt, but cannot assign more of the debt to the other party, unless the parties agree in writing and submit a Marital Settlement Agreement with the judgment. If that were the case, this document would not be required.
- 20 Check this box if you used additional pages.
- 21 Date the form. Type or print your name on the left. Sign your name on the right.



**BLANK**

**FORMS**

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):  <hr/> TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	<b>FOR COURT USE ONLY</b>
PETITIONER:  RESPONDENT:	
<b>REQUEST TO ENTER DEFAULT</b>	CASE NUMBER: _____

1. **To the clerk:** Please enter the default of the respondent who has failed to respond to the petition.
2. A completed *Income and Expense Declaration* (form FL-150) or *Financial Statement (Simplified)* (form FL-155)  is attached  is not attached.  
 A completed *Property Declaration* (form FL-160)  is attached  is not attached because (*check at least one of the following*):
  - (a)  there have been no changes since the previous filing.
  - (b)  the issues subject to disposition by the court in this proceeding are the subject of a written agreement.
  - (c)  there are no issues of child, spousal, or partner support or attorney fees and costs subject to determination by the court.
  - (d)  the petition does not request money, property, costs, or attorney fees. (Fam. Code, § 2330.5.)
  - (e)  there are no issues of division of community property.
  - (f)  this is an action to establish parental relationship.

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

\_\_\_\_\_  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF [ATTORNEY FOR] PETITIONER)

3. **Declaration**
  - a.  No mailing is required because service was by publication or posting and the address of the respondent remains unknown.
  - b.  A copy of this *Request to Enter Default*, including any attachments and an envelope with sufficient postage, was provided to the court clerk, with the envelope addressed as follows (*address of the respondent's attorney or, if none, the respondent's last known address*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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

\_\_\_\_\_  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF DECLARANT)

<b>FOR COURT USE ONLY</b>
<input type="checkbox"/> <i>Request to Enter Default</i> mailed to the respondent or the respondent's attorney on ( <i>date</i> ): _____ <input type="checkbox"/> Default entered as requested on ( <i>date</i> ): _____ <input type="checkbox"/> Default <b>not</b> entered. Reason: _____
Clerk, by _____, Deputy

CASE NAME <i>(Last name, first name of each party)</i> :  	CASE NUMBER:  
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**4. Memorandum of costs**

a.  Costs and disbursements are waived.

b. Costs and disbursements are listed as follows:

- (1)  Clerk's fees ..... \$ .....
- (2)  Process server's fees ..... \$ .....
- (3)  Other *(specify)*: ..... \$ .....
- ..... \$ .....
- ..... \$ .....
- ..... \$ .....
- TOTAL ..... \$ .....

c. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief, the foregoing items of cost are correct and have been necessarily incurred in this cause or proceeding.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF DECLARANT)
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**5. Declaration of nonmilitary status.** The respondent is not in the military service of the United States as defined in section 511 et seq. of the Servicemembers Civil Relief Act (50 U.S.C. Appen. § 501 et seq.), and is not entitled to the benefits of such act.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF DECLARANT)
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Your name and address or attorney's name and address:	TELEPHONE NO.:	<b>FOR COURT USE ONLY</b>
ATTORNEY FOR (Name):		
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:		
<b>FINANCIAL STATEMENT (SIMPLIFIED)</b>		CASE NUMBER:

**NOTICE: Read page 2 to find out if you qualify to use this form and how to use it.**

1. a.  My only source of income is TANF, SSI, or GA/GR.
- b.  I have applied for TANF, SSI, or GA/GR.
2. I am the parent of the following number of natural or adopted children from this relationship \_\_\_\_\_
3. a. The children from this relationship are with me this amount of time \_\_\_\_\_ %
- b. The children from this relationship are with the other parent this amount of time \_\_\_\_\_ %
- c. Our arrangement for custody and visitation is *(specify, using extra sheet if necessary)*:
4. My tax filing status is:  single  married filing jointly  head of household  married filing separately.
5. My current gross income *(before taxes)* per month is \_\_\_\_\_ \$
- This income comes from the following:
- Attach 1**  Salary/wages: Amount before taxes per month \_\_\_\_\_ \$
- copy of pay**  Retirement: Amount before taxes per month \_\_\_\_\_ \$
- stubs for**  Unemployment compensation: Amount per month \_\_\_\_\_ \$
- last 2**  Workers' compensation: Amount per month \_\_\_\_\_ \$
- months here**  Social security:  SSI  Other Amount per month \_\_\_\_\_ \$
- (cross out**  Disability: Amount per month \_\_\_\_\_ \$
- social**  Interest income ( from bank accounts or other): Amount per month \_\_\_\_\_ \$
- security**
- numbers)**
- I have no income other than as stated in this paragraph.
6. I pay the following monthly expenses for the children in this case:
  - a.  Day care or preschool to allow me to work or go to school \_\_\_\_\_ \$
  - b.  Health care not paid for by insurance \_\_\_\_\_ \$
  - c.  School, education, tuition, or other special needs of the child \_\_\_\_\_ \$
  - d.  Travel expenses for visitation \_\_\_\_\_ \$
7.  There are *(specify number)* \_\_\_\_\_ other minor children of mine living with me. Their monthly expenses that I pay are \_\_\_\_\_ \$
8. I spend the following average monthly amounts *(please attach proof)*:
  - a.  Job-related expenses that are not paid by my employer *(specify reasons for expenses on separate sheet)* \_\_\_\_\_ \$
  - b.  Required union dues \_\_\_\_\_ \$
  - c.  Required retirement payments (not social security, FICA, 401k or IRA) \_\_\_\_\_ \$
  - d.  Health insurance costs \_\_\_\_\_ \$
  - e.  Child support I am paying for other minor children of mine who are not living with me \_\_\_\_\_ \$
  - f.  Spousal support I am paying because of a court order for another relationship \_\_\_\_\_ \$
  - g.  Monthly housing costs:  rent or  mortgage \_\_\_\_\_ \$

If mortgage: interest payments \$ \_\_\_\_\_ real property taxes \$ \_\_\_\_\_
9. Information concerning  my current employment  my most recent employment:
 

Employer:  
 Address:  
 Telephone number:  
 My occupation:  
 Date work started:  
 Date work stopped *(if applicable)*: \_\_\_\_\_ What was your gross income *(before taxes)* before work stopped?: \_\_\_\_\_

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	CASE NUMBER:
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10. My estimate of the other party's gross monthly income (*before taxes*) is ..... \$ \_\_\_\_\_
11. My current spouse's monthly income (*before taxes*) is ..... \$ \_\_\_\_\_
12. Other information I want the court to know concerning child support in my case (*attach extra sheet with the information*).
13.  I am attaching a copy of page 3 of form FL-150, *Income and Expense Declaration* showing my expenses.

I declare under penalty of perjury under the laws of the State of California that the information contained on all pages of this form and any attachments is true and correct.

Date:

_____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF DECLARANT)
		<input type="checkbox"/> PETITIONER/PLAINTIFF <input type="checkbox"/> RESPONDENT/DEFENDANT

### INSTRUCTIONS

**Step 1: Are you eligible to use this form?** *If your answer is YES to any of the following questions, you may NOT use this form:*

- Are you asking for spousal support (alimony) or a change in spousal support?
- Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- Are you asking the other party to pay your attorney fees?
- Is the other party asking you to pay his or her attorney fees?
- Do you receive money (income) from any source other than the following?
  - Welfare (such as TANF, GR, or GA)
  - Interest
  - Salary or wages
  - Workers' compensation
  - Disability
  - Social security
  - Unemployment
  - Retirement
- Are you self-employed?

If you are eligible to use this form and choose to do so, you do not need to complete the *Income and Expense Declaration* (form FL-150). Even if you are eligible to use this form, you may choose instead to use the *Income and Expense Declaration* (form FL-150).

**Step 2: Make 2 copies of each of your pay stubs for the last two months.** If you received money from other than wages or salary, include copies of the pay stub received with that money.

Privacy notice: If you wish, you may cross out your social security number if it appears on the pay stub, other payment notice or your tax return

**Step 3: Make 2 copies of your most recent federal income tax form.**

**Step 4: Complete this form with the required information.** Type the form if possible or complete it neatly and clearly in black ink. If you need additional room, please use plain or lined paper, 8½-by-11", and staple to this form.

**Step 5: Make 2 copies of each side of this completed form and any attached pages.**

**Step 6: Serve a copy on the other party.** Have someone other than yourself mail to the attorney for the other party, the other party, and the local child support agency, if they are handling the case, 1 copy of this form, 1 copy of each of your stubs for the last two months, and 1 copy of your most recent federal income tax return.

**Step 7: File the original with the court.** Staple this form with 1 copy of each of your pay stubs for the last two months. Take this document and give it to the clerk of the court. Check with your local court about how to submit your return.

**Step 8: Keep the remaining copies of the documents for your file.**

**Step 9: Take the copy of your latest federal income tax return to the court hearing.**

**It is very important that you attend the hearings scheduled for this case. If you do not attend a hearing, the court may make an order without considering the information you want the court to consider.**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO</b> STREET ADDRESS: 1100 Van Ness Avenue MAILING ADDRESS: CITY AND ZIP CODE: Fresno, California 93724-0002 BRANCH NAME: Central Branch	
PETITIONER:  RESPONDENT:	
<input type="checkbox"/> <b>PETITIONER'S</b> <input type="checkbox"/> <b>RESPONDENT'S</b> <input type="checkbox"/> <b>COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION</b> <input type="checkbox"/> <b>SEPARATE PROPERTY DECLARATION</b>	CASE NUMBER: _____

**INSTRUCTIONS**

When this form is attached to the *Petition* or *Response*, values and your proposal regarding division need not be completed. Do not list community, including quasi-community, property with separate property on the same form. Quasi-community property must be so identified. For additional space, use *Continuation of Property Declaration* (form FL-161).

ITEM NO.	BRIEF DESCRIPTION	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION	
					Award to: PETITIONER	RESPONDENT
1.	REAL ESTATE	\$	\$	\$	\$	\$
2.	HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES					
3.	JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.					
4.	VEHICLES, BOATS, TRAILERS					

ITEM NO.	BRIEF DESCRIPTION	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION	
					Award to: PETITIONER	RESPONDENT
5.	SAVINGS, CHECKING, CREDIT UNION, CASH	\$	\$	\$	\$	\$
6.	LIFE INSURANCE (CASH VALUE)					
7.	EQUIPMENT, MACHINERY, LIVESTOCK					
8.	STOCKS, BONDS, SECURED NOTES					
9.	RETIREMENT, PENSION, PROFIT-SHARING, ANNUITIES					
10.	ACCOUNTS RECEIVABLE, UNSECURED NOTES, TAX REFUNDS					
11.	PARTNERSHIPS, OTHER BUSINESS INTERESTS					
12.	OTHER ASSETS AND DEBTS					
13.	TOTAL FROM CONTINUATION SHEET					
14.	TOTALS					

15.  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:

\_\_\_\_\_ (TYPE OR PRINT NAME)



\_\_\_\_\_ (SIGNATURE)

