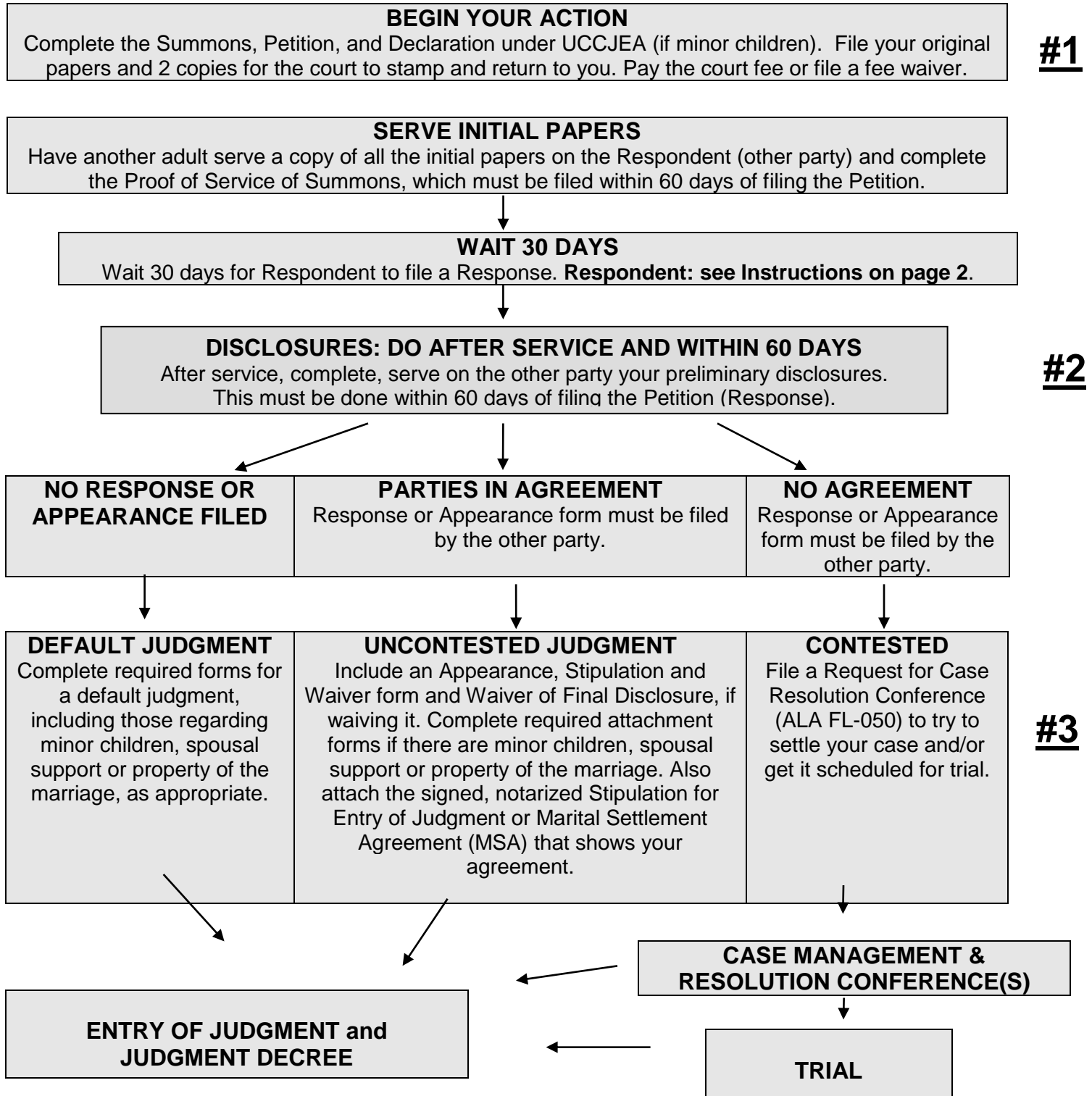


**SELF-HELP SERVICES**

Rev. 5/21/18

**OVERVIEW OF A DISSOLUTION, LEGAL SEPARATION, AND NULLITY**  
(Instructions on reverse side of flowchart)

**PLEASE NOTE: Self-Help assists with each step by appointment only. Appointments for Steps #2 (Disclosures) and #3 (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](http://www.courts.ca.gov/forms)

**PLEASE NOTE: Self-Help assists with each step by appointment only.  
Appointments for Steps #2 (Disclosures) and #3 (Judgments) are only for those who qualify.**

### **Petitioner's Steps**

**Step One: Petition** Petitioner files & serves papers on Respondent. Petitioner completes:

- Summons (FL-110)
- Petition (FL-100)
- UCCJEA (FL-105) (if minor children of the marriage)

Make 2 copies of the completed papers and file them with the court. Pay the filing fee OR file for a fee waiver (FW-001).

Serve copies of the filed papers on the Respondent.

**Service:** A person over 18 who is **NOT** a party to the action personally serves the Respondent with copies of the filed papers and required blank forms (Response FL-120 and UCCJEA FL-105 if there are minor children). The server completes the Proof of Service of Summons (FL-115). File the original and a copy of the completed FL-115 with the Court.

**Step Two: Disclosures (NOTE: Do after service and within 60 days of filing the Petition).** Complete:

- Declaration of Disclosure (FL-140)
- TAXES – most recent 2 years (black out SSN)
- Income & Expense Declaration (FL-150)
- Two Property Declarations (FL-160s) (one for Community and one for Separate property)

Mail or give a COPY of these papers to Respondent.

**File** the original FL-150, 2 FL-160s AND a completed Declaration Re: Service of Declaration of Disclosure (FL-141).

### **NEXT STEP : PETITIONER ONLY**

**Step Three: Getting a Judgment: DEFAULT**

If the Respondent does not file a Response, complete and submit to clerk of the Court the original and 2 copies of:

- Request to Enter Default (FL-165)
- Declaration for Default or Uncontested Dissolution or Legal Separation (FL-170)
- Judgment (FL-180) with all appropriate attachments (FL-341, FL-342, FL-192, FL-343, FL-345 as needed)
- Notice of Entry of Judgment (FL-190)

Provide the Court with 3 stamped, addressed envelopes: two for Respondent and one for you. Be sure to provide enough postage on each envelope.

**NOTE:** a default judgment can ONLY include the things specifically requested in the Petition or in an Order already made by the Court. No new or different terms can be included unless an amended Petition is filed and served, and 30 days pass for the Respondent to file a new Response.

### **Respondent's Steps**

**Step One: Response** Respondent may choose to go by default (and defer to Petitioner) OR to file a Response.

To respond, Respondent completes:

- Response (FL-120)
- UCCJEA (FL-105) (if minor children of the marriage)

Make 2 copies of the completed papers and file them with the court. Pay the filing fee OR file for a fee waiver (FW-001).

**Service:** A person over 18 who is **NOT** a party to the action serves the Petitioner by mail with copies of the filed papers. The server completes the Proof of Service by Mail (FL-335). File the original and a copy of the completed FL-335 with the Court.

**Note:** The Respondent has 30 days to serve and file a response from the date they are served with the Petition. If there is no response filed, the Petitioner can enter a default and proceed with the dissolution without the Respondent.

**Step Two: Disclosures (NOTE: Do after service and within 60 days of filing Response).** Complete:

- Declaration of Disclosure (FL-140)
- TAXES – most recent 2 years (black out SSN)
- Income & Expense Declaration (FL-150)
- Two Property Declarations (FL-160s) (one for Community and one for Separate property)

Mail or give a COPY of these papers to Petitioner.

**File** the original FL-150, 2 FL-160s AND a completed Declaration Re: Service of Declaration of Disclosure (FL-141)

### **NEXT STEP: PARTIES TOGETHER**

**Step Three: Getting a Judgment: UNCONTESTED**

If both parties finished #1 and #2 and you agree on all issues, complete and submit to the clerk of the Court the original and 2 copies of:

- Appearance, Stipulation & Waiver (FL-130)
- Stipulation and Waiver of the Final Declaration of Disclosure (FL-144)
- Declaration for Default or Uncontested Dissolution or Legal Separation (FL-170)
- Judgment (FL-180) with all appropriate attachments: (FL-341, FL-342, FL-192, FL-343, FL-345 as needed)
- Marital Settlement Agreement OR Stipulation for Entry of Judgment (attach to back of FL-180)
- Notice of Entry of Judgment (FL-190)

Provide the Court with 2 stamped 9x12 envelopes, one addressed to Petitioner and one to Respondent. Be sure to provide enough postage on each envelope.

**CONTESTED (TRIAL):** A Response or Appearance has been filed, Step Two has been completed, and there is no agreement. Either party who completed Step Two may request a case resolution conference (ALA-FL-050) to set the case for trial.

**WARNING:** Self-Help Services information and/or instructions do not take the place of legal advice. Self-Help Services does not give legal advice and cannot act as your lawyer. You must see a lawyer for legal advice. Self-Help Services provides neutral informational assistance to self-represented parties. We are not responsible for the outcome of your case.