

**SEEK WORK ORDER**

Superior Court of Alameda County

ALA FL-022

ATTORNEY OR PARTY WITHOUT ATTORNEY: Name: Address: Telephone:	FOR USE OF COUNTY CLERK ONLY
ATTORNEY FOR (NAME):	
Superior Court of Alameda County 24405 Amador St Hayward, CA 94544	
Petitioner:	CASE NUMBER:
Respondent:	
Other Party:	

**THE COURT ORDERS:**

1.  Petitioner /  Respondent /  Other Party to spend a minimum of \_\_\_\_\_ hours per week on job-search-related activities. You are responsible for maintaining (1) a written log of your weekly activities (see attached Form A) and (2) copies of all paperwork/correspondence related to your job search (for example: letters, job applications sent, responses, contact information, and business cards).

**These activities should include most or all of the following:**

- A. Networking with personal and professional contacts
- B. Interviewing for information, advice, and job leads ("informational interviewing")
- C. Reviewing prior contacts and following up regularly
- D. Conducting computer research (company, industry, job/current openings) using, for example, company-specific websites and internet searches for relevant industry information and job listings.
- E. Searching in local newspapers for relevant openings
- F. Responding to and following up on advertised job openings
- G. Working on job-search-related communications (for example: resume revision, cover letters, following up on job leads, email communications, and thank-you notes)
- H. Contacting/working with placement agencies
- I. Contacting/attending alumni groups
- J. Attending career counseling/job coach sessions
- K. Participating in job-search clubs and job-search skills training
- L. Participating in professional organizations and attending relevant job fairs and conferences
- M. Attending job-skills training (computer/vocational classes relevant to job objective)
- N. Preparing for and attending job interviews
- O. Contacting unions, if applicable, obtaining placement on any union lists, attending roll calls, and tracking placement on any union lists

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2. You must serve a copy of the logs every 30 days from the following start date, \_\_\_\_\_, on the following:
- Opposing counsel or party
  - Department of Child Support Services (DCSS)  
5669 Gibraltar Dr.  
Pleasanton, CA 94588
  - \_\_\_\_\_
3. You must bring the signed, original weekly logs and all paperwork and correspondence related to your job search to court with you.
4. Within 10 days of any written request by DCSS or the opposing counsel/party, you must provide copies of all paperwork and correspondence related to your job search to all parties.
5. Within 10 days of starting a new job, you must send written notice to the opposing counsel/party and DCSS (if DCSS is a party). Your notice must include the name, address, and telephone number of your employer, your job title and salary/wages, and a copy of any offer letter, hiring letter, and/or employment agreement unless providing a copy is specifically prohibited by the employer. You must also provide a copy of each of your first two paycheck stubs within one week after receiving each of them.
6. The court reserves jurisdiction to modify support retroactively to the earliest date permitted by applicable law, to impose sanctions for any failure to comply with this order, and to impute income.
- SPOUSAL SUPPORT:** It is the goal of California that each party will make reasonable and good-faith efforts to become self-supporting as provided in Family Code § 4320. The failure to make such reasonable and good-faith efforts may be one of the factors considered by the court as a basis for modifying or terminating spousal or partner support.

The parties are ordered to return to court for review on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
JUDGE/ COMMISSIONER

\_\_\_\_\_  
DATE