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| <b>Cover Sheet:</b>        | <b>Documents to Serve with a Request for Order</b>   |
| <b>Effective Date:</b>     | May 1, 2016  |
| <b>Last Revision Date:</b> | July 1, 2025   |
| <b>Purpose:</b>            | These forms must be served on the other party/parties with the filed Request for Order.  |
| <b>Assistance:</b>         | Parties who are acting as their own attorneys may receive help from the Self Help Center to complete these forms. You may contact the Self Help Center through the Court's website, by creating an e-Correspondence account, or visit the Self Help Center in person, Monday through Thursday, and Friday morning. |
| <b>Required Forms:</b>     | All forms are Judicial Council forms, unless otherwise indicated: <ul style="list-style-type: none"><li>▪ Responsive Declaration to Request for Order, FL-320</li><li>▪ Family Law Case Participant Enrollment Form (Party), local form FL/E-LP-665</li><li>▪ Proof of Service by Mail, FL-335</li></ul>           |
| <b>Optional Forms:</b>     | This form is needed only if you are requesting support, attorney fees or other money orders in the Request for Order: <ul style="list-style-type: none"><li>▪ Income and Expense Declaration, FL-150</li></ul>   |
| <b>Next Steps:</b>         | The attached forms must be served with a filed copy of the Request for Order.  |