HOW TO REQUEST A DEFAULT AND SCHEDULE A DEFAULT HEARING (Dissolution/Legal Separation/Nullity Cases)

Purpose of these Instructions

These instructions are designed to help you request a Default and to schedule a Default Hearing. If your spouse has not served and filed a Response and more than 30 days have passed since he or she was served with the Summons and Petition, you are eligible to proceed by default. However, a default is not automatic. You must file a Request to Enter Default and proceed to judgment. In order to obtain a judgment you must first schedule a default hearing.

If your spouse is active duty military, STOP! These instructions do not apply to you. Contact an attorney for further assistance.

These instructions are intended to be used only after you have completed your Preliminary and Final Financial Disclosures and have filed your form FL-141.

Documents/Items Needed to File

- Ø Request to Enter Default, form FL-165
- Ø Income and Expense Declaration, form FL-150 (if needed)
- Ø Property Declaration, form FL-160 (if needed)
- Ø One stamped envelope addressed to other party (leave the return address blank)

Steps You Must Take

Step 1: Complete the necessary documents

- Complete the Request to Enter Default, form FL-165.
- Attach a completed Income and Expense Declaration, form FL-150, if you have minor children or you are requesting spousal support.
- Attach a completed Property Declaration, form FL-160, if you are asking the court to make orders regarding separate or community property/debts listed on your Petition.

Completing the Request to Enter Default, FL-165

Complete the caption with your name, address, telephone number, party names and case number where indicated.

Question 2:

Income and Expense Declaration:

If you are asking the Court to make child support or spousal support orders you must have an Income and Expense Declaration (form FL-150) filed in your case, , If you have filed an Income and Expense Declaration in the past two months and your financial circumstances have not changed, you do not have to attach a new form. If your circumstances have changed, you must attach a current Income and Expense Declaration and check the box indicating that your declaration "is attached."

Property Declaration

If you did not list any community or separate property assets or debts in your Petition, you do not have to complete a Property Declaration. You may check the box indicating that a Property Declaration "is not attached."

If you have already filed Property Declaration(s) in your case, you do not need to attach the declaration(s) if there have been no changes.

If you listed community or separate property assets or debts on your Petition and you have not previously filed Property Declaration(s), you must do so with your Request to Enter Default. If you have both Community Property and Separate Property, you must do two Property Declaration forms, one listing the Community Property and one listing the Separate Property.

If you checked the box "is not attached" for either Income and Expense Declaration or Property Declaration, you will need to look at and check the appropriate box(es) indicating why you did not attach one or both, as follows:

Check box a if you have filed an Income and Expense Declaration in the past 6 months and your financial circumstances have not changed. The same applies to your Property Declaration, if you have one.

Check box b if you and your spouse/partner have a signed and notarized written agreement addressing all parts of the divorce or legal separation including child support, health insurance, spousal support and property and debts. You will need to submit the signed and notarized agreement to the Court for signature by the Judge to make it an order.

Check box c if you did not attach an Income and Expense Declaration because there are no issues of child or spousal support, or attorney's fees and costs.

Check box d if you did not attach either Declaration because your Petition does not request any money, property, fees or costs from your spouse/partner.

Check box e if your Petition does not have any property or debts that you acquired or incurred during your marriage or domestic partnership.

Box f does not apply to Dissolution, Legal Separation or Nullity cases. Do not check this box.

Once you have completed question 2, date, print your name and sign where indicated.

Question 3 - Declaration

If you accomplished service of the Summons and Petition by either publication or posting, check, box a. For all others, check box b. If you check box b you must provide a mailing address for your spouse/partner. If you do not know your spouse/partner's current address, print the last known address of your spouse/partner, even if you know they no longer live there. The address you list here must be the same address you list on the stamped envelope you provide to the filing clerk.

Once you have completed question 3, date, print your name and sign where indicated.

Request to Enter Default, FL-165, page 2

In the bar at the top of page two, complete the caption. Be sure to include your case number where indicated.

Question 4 - Memorandum of Costs

Check box 4(a), if you paid filing fees and you are not seeking reimbursement from your spouse/partner.

If you paid filing fees and you are seeking reimbursement from your spouse/partner or you were granted a Fee Waiver by the court, you must complete part 4b.

Check box 4(b)(1) and print the amount you paid in filing fees or the amount that the court waived on your behalf.

Check box 4(b)(2) and print the amount you paid in Process Server's fees, if any.

Check box 4(b)(3) and print the amount of any other fees you incurred in the filing and processing of your case, for example, fees for service by publication Do not include any lost earnings for time you took off work. Add the amounts listed in items 4(b)(1) through 4(b)(3) and print the sum on the "Total" line.

Read item c.

Once you have completed question 4, date, print your name and sign where indicated.

Question 5 - Declaration of Non-Military Status

If your spouse/partner is active duty military, you may not be able to proceed with a default judgment. Seek legal assistance from an attorney or ask for further direction at the Family Law Facilitator's office.

Read item 5.

Once you have completed question 5, date, print your name and sign where indicated.

Step 2: Making copies

- Make 3 copies of the Request to Enter Default and all attachments.

Step 3: Filing your documents

In Person Filing:

- Go to Reception to obtain a number for filing. Inform the staff person at Reception that you are filing a default. Please have your paperwork out and available to show the staff person at Reception, as the information on your Request to Enter Default will be needed to issue you a service number. Reception closes at 4:00p.m.each day.
- Ask the clerk who files your forms to schedule a "Default hearing".
- If all of your paperwork is in order and the court file is available; the clerk will enter the default and schedule a hearing.

Filing by Drop Box:

- There are two drop boxes located on the first floor of the courthouse.
- Clip your original and copies together along with the stamped envelopes. Please provide an additional large envelope with adequate postage for your documents to be returned to you.
- Follow the instructions on the Drop Box regarding time stamping your original form.
- Attach a note to indicate you are requesting a default hearing.
- Your documents will be returned to you in the mail.

Filing by Mail:

- You may send your documents, stamped envelopes and large return envelope to the court at:

Superior Court of California
County of Sacramento
3341 Power Inn Road, Room 100
Sacramento, CA 95826

- Attach a note to indicate you are requesting a default hearing

Step 4: Attend your Default Hearing

Plan to arrive early to Court. Check in with the bailiff as soon as you arrive in the courtroom. When your hearing is over, the Judge will prepare a minute order and publish it on the Court's secure web portal. When you receive notification that the minute order is ready, you may contact the Self Help Center to prepare the final judgment for you.

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address):*

TELEPHONE NO.: FAX NO. *(Optional):*
E-MAIL ADDRESS *(Optional):*
ATTORNEY FOR *(Name):*

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento
STREET ADDRESS: 3341 Power Inn Road
MAILING ADDRESS: 3341 Power Inn Road
CITY AND ZIP CODE: Sacramento, CA 95826
BRANCH NAME: William R. Ridgeway Family Relations Courthouse

PETITIONER:

RESPONDENT:

REQUEST TO ENTER DEFAULT

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)

FOR COURT USE ONLY

☐ *Request to Enter Default* mailed to the respondent or the respondent's attorney on *(date):*
☐ Default entered as requested on *(date):*
☐ Default **not** entered. Reason:

Clerk, by ______________________________, Deputy

Form Adopted for Mandatory Use
Judicial Council of California
FL-165 [Rev. January 1, 2005]

REQUEST TO ENTER DEFAULT
(Family Law—Uniform Parentage)

Code of Civil Procedure, §§ 585, 587;
Family Code, § 2335.5
www.courtinfo.ca.gov

CASE NAME *(Last name, first name of each party):*	CASE NUMBER:

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)

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)

PARTY WITHOUT ATTORNEY OR ATTORNEY STATE BAR NUMBER:	FOR COURT USE ONLY
NAME:	
FIRM NAME:	
STREET ADDRESS:	
CITY: STATE: ZIP CODE:	
TELEPHONE NO.: FAX NO.:	
E-MAIL ADDRESS:	
ATTORNEY FOR (*name*):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 3341 Power Inn Road MAILING ADDRESS: 3341 Power Inn Road CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: William R. Ridgeway Family Relations Courthouse	
PETITIONER: RESPONDENT: OTHER PARTY/PARENT/CLAIMANT:	
INCOME AND EXPENSE DECLARATION	CASE NUMBER:

1. **Employment** *(Give information on your current job or, if you're unemployed, your most recent job.)*

Attach copies of your pay stubs for last two months (black out Social Security numbers).

a. Employer:
b. Employer's address:
c. Employer's phone number:
d. Occupation:
e. Date job started:
f. If unemployed, date job ended:
g. I work about hours per week.
h. I get paid $ gross (before taxes) ☐ per month ☐ per week ☐ per hour.

(If you have more than one job, attach an 8 1/2-by-11-inch sheet of paper and list the same information as above for your other jobs. Write "Question 1—Other Jobs" at the top.)

2. **Age and education**
   a. My age is *(specify):*
   b. I have completed high school or the equivalent: ☐ Yes ☐ No If no, highest grade completed *(specify):*
   c. Number of years of college completed *(specify):* ☐ Degree(s) obtained *(specify):*
   d. Number of years of graduate school completed *(specify):* ☐ Degree(s) obtained *(specify):*
   e. I have: ☐ professional/occupational license(s) *(specify):*
      ☐ vocational training *(specify):*

3. **Tax information**
   a. ☐ I last filed taxes for tax year *(specify year):*
   b. My tax filing status is ☐ single ☐ head of household ☐ married, filing separately
      ☐ married, filing jointly with *(specify name):*
   c. I file state tax returns in ☐ California ☐ other *(specify state):*
   d. I claim the following number of exemptions (including myself) on my taxes *(specify):*

4. **Other party's income.** I estimate the gross monthly income (before taxes) of the other party in this case at *(specify):* $
   This estimate is based on *(explain):*

(If you need more space to answer any questions on this form, attach an 8 1/2-by-11-inch sheet of paper and write the question number before your answer.) Number of pages attached: ____________

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)

PETITIONER:	CASE NUMBER:
RESPONDENT:	
OTHER PARTY/PARENT/CLAIMANT:	

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)	$	
b. Overtime (gross, before taxes)	$	
c. Commissions or bonuses	$	
d. Public assistance (for example: TANF, SSI, GA/GR) ☐ currently receiving	$	
e. Spousal support ☐ from this marriage ☐ from a different marriage ☐ federally taxable*	$	
f. Partner support ☐ from this domestic partnership ☐ from a different domestic partnership	$	
g. Pension/retirement fund payments	$	
h. Social Security retirement (not SSI)	$	
i. Disability: ☐ Social Security (not SSI) ☐ State disability (SDI) ☐ Private insurance	$	
j. Unemployment compensation	$	
k. Workers' compensation	$	
l. Other (military allowances, royalty payments) *(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 ☐ federally tax deductible*	$
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, ☐ real and ☐ personal *(estimate fair market value minus the debts you owe)*	$

* Check the box if the spousal support order or judgment was executed by the parties and the court before January 1, 2019, or if a court-ordered change maintains the spousal support payments as taxable income to the recipient and tax deductible to the payor.

PETITIONER:	CASE NUMBER:
RESPONDENT:	
OTHER PARTY/PARENT/CLAIMANT:	

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.				☐ Yes ☐ No
b.				☐ Yes ☐ No
c.				☐ Yes ☐ No
d.				☐ Yes ☐ No
e.				☐ Yes ☐ No

13. **Average monthly expenses** ☐ Estimated expenses ☐ Actual expenses ☐ Proposed needs

a. Home:
   (1) ☐ Rent or ☐ mortgage.......... $ ______
   If mortgage:
   (a) average principal: $ ______
   (b) average interest: $ ______
   (2) Real property taxes................................. $ ______
   (3) Homeowner's or renter's insurance (if not included above)............................. $ ______
   (4) Maintenance and repair.......................... $ ______

b. Health-care costs not paid by insurance........ $ ______

c. Child care.. $ ______

d. Groceries and household supplies................ $ ______

e. Eating out.. $ ______

f. Utilities (gas, electric, water, trash)................ $ ______

g. Telephone, cell phone, and e-mail................ $ ______

h. Laundry and cleaning.................................... $ ______

i. Clothes... $ ______

j. Education.. $ ______

k. Entertainment, gifts, and vacation.................. $ ______

l. Auto expenses and transportation (insurance, gas, repairs, bus, etc.)................. $ ______

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)*..... $ ______

q. Other *(specify):* $ ______

r. **TOTAL EXPENSES** (a–q) *(do not add in the amounts in a(1)(a) and (b))* $ ______

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 information 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) (SIGNATURE OF DECLARANT)

PETITIONER:	CASE NUMBER:
RESPONDENT:	
OTHER PARTY/PARENT/CLAIMANT:	

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

16. **Number of children**
   a. I have *(specify number):* children under the age of 18 with the other parent in this case.
   b. The children spend percent of their time with me and 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 expense for the children in this case**

	Amount per month
a. Childcare so I can work or get job training..	$
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):*

PARTY WITHOUT ATTORNEY OR ATTORNEY	STATE BAR NUMBER:	
NAME:		
FIRM NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NO.:	FAX NO.:	
E-MAIL ADDRESS:		
ATTORNEY FOR (*name*):		

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento
STREET ADDRESS: 3341 Power Inn Road
MAILING ADDRESS:
CITY AND ZIP CODE: Sacramento, CA 95826
BRANCH NAME: William R. Ridgeway Family Relations Courthouse

PETITIONER:
RESPONDENT:
OTHER PARENT/PARTY:

☐ **PETITIONER'S** ☐ **RESPONDENT'S**
☐ **COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION**
☐ **SEPARATE PROPERTY DECLARATION**

CASE NUMBER:

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.	BRIEF DESCRIPTION	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		$	$	$	$	$
2.	HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES						
3.	JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.						
4.	VEHICLES, BOATS, TRAILERS						
5.	SAVINGS ACCOUNTS						
6.	CHECKING ACCOUNTS						

Form Approved for Mandatory Use
Judicial Council of California
FL-160 [Rev. July 1, 2016]

PROPERTY DECLARATION
(Family Law)

Family Code, §§ 115, 2104, 2500-2660
www.courts.ca.gov

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							
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							

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				
24.	OTHER DEBTS				
25.	OTHER DEBTS FROM CONTINUATION SHEET				
26.	TOTAL DEBTS				

☐ 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

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 a 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.**