



Cover Sheet:	Request for Order
Effective Date:	May 1, 2019
Last Revision Date:	January 14, 2021
Purpose:	The Request for Order is used to request a hearing on most issues in a family law case.
Assistance:	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.
Required Forms:	All forms are Judicial Council forms, unless otherwise indicated: <ul style="list-style-type: none">• Request for Order, FL-300• Family Law Case Participant Enrollment Form (Party), local form FL/E-LP-665
Optional Forms:	<p>This form is needed only if you are requesting orders regarding payment of monies, including child support, spousal support or attorney's fees and costs:</p> <ul style="list-style-type: none">• Income and Expense Declaration, FL-150 <p>This form is needed only if you are requesting orders regarding child custody or visitation:</p> <ul style="list-style-type: none">• Family Law Case Demographics Information Sheet, local form FL/E-ME-811
Filing Fee:	There is a \$60 fee (\$85 if you are requesting orders regarding child custody or visitation) to file these documents. The current fee schedule may be found on the Court's website at: https://www.saccourt.ca.gov/fees/docs/fee-schedule.pdf .
Copies:	Make three copies of the completed forms. The Court will file and keep the original and will endorse and return the copies to you.
Filing:	All forms must be typewritten or printed in blue or black ink. (See California Rules of Court, Rules 2.100-2.119) Mail or place completed forms in the court drop-box located at the Family Court at 3341 Power Inn Road, Sacramento, CA 95826. Drop box hours are 8:00 am to 5:00 pm Monday through Friday, excluding Court holidays.
Next Steps:	The Request for Order and all attachments must be served on the other party at least sixteen court days before the scheduled hearing.

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
REQUEST FOR ORDER <input type="checkbox"/> CHANGE <input type="checkbox"/> TEMPORARY EMERGENCY ORDERS <input type="checkbox"/> <input type="checkbox"/> Child Custody <input type="checkbox"/> Visitation (Parenting Time) <input type="checkbox"/> Spousal or Partner Support <input type="checkbox"/> Child Support <input type="checkbox"/> Domestic Violence Order <input type="checkbox"/> Attorney's Fees and Costs <input type="checkbox"/> Property Control <input type="checkbox"/> Other (specify):	CASE NUMBER:

NOTICE OF HEARING

1. TO (name(s)): _____
 Petitioner Respondent Other Parent/Party Other (specify):

2. A COURT HEARING WILL BE HELD AS FOLLOWS:

a. Date:	Time:	Dept.:	Room.:
b. Address of court	<input type="checkbox"/> same as noted above	<input type="checkbox"/> other (specify):	

3. **WARNING to the person served with the Request for Order:** The court may make the requested orders without you if you do not file a *Responsive Declaration to Request for Order* (form FL-320), serve a copy on the other parties at least nine court days before the hearing (unless the court has ordered a shorter period of time), and appear at the hearing. (See form *FL-320-INFO* for more information.)

(Forms [FL-300-INFO](#) and [DV-400-INFO](#) provide information about completing this form.)

COURT ORDER
(FOR COURT USE ONLY)

It is ordered that:

4. Time for service until the hearing is shortened. Service must be on or before (date):
5. A *Responsive Declaration to Request for Order* (form FL-320) must be served on or before (date):
6. The parties must attend an appointment for child custody mediation or child custody recommending counseling as follows (specify date, time, and location):
7. The orders in *Temporary Emergency (Ex Parte) Orders* (form FL-305) apply to this proceeding and must be personally served with all documents filed with this *Request for Order*.
8. Other (specify):

Date: _____ JUDICIAL OFFICER _____

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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3. CHILD SUPPORT

(Note: An earnings assignment may be issued. See *Income Withholding for Support* ([form FL-195](#)))

a. I request that the court order child support as follows:

Child's name and age

I request support for each child Monthly amount (\$) requested
 based on the child support guideline. (if not by guideline)

b. I want to change a current court order for child support filed on (date):

[Attachment 3a.](#)

The court ordered child support as follows (specify):

c. I have completed and filed with this *Request for Order* a current *Income and Expense Declaration* ([form FL-150](#)) or I filed a current *Financial Statement (Simplified)* ([form FL-155](#)) because I meet the requirements to file form FL-155.

d. The court should make or change the support orders because (specify):

[Attachment 3d.](#)

4. SPOUSAL OR DOMESTIC PARTNER SUPPORT

(Note: An *Earnings Assignment Order For Spousal or Partner Support* ([form FL-435](#)) may be issued.)

a. Amount requested (monthly): \$

b. I want the court to change end the current support order filed on (date):

The court ordered \$ _____ per month for support.

c. This request is to modify (change) spousal or partner support after entry of a judgment.

I have completed and attached *Spousal or Partner Support Declaration Attachment* ([form FL-157](#)) or a declaration that addresses the same factors covered in form FL-157.

d. I have completed and filed a current *Income and Expense Declaration* ([form FL-150](#)) in support of my request.

e. The court should should make, change, or end the support orders because (specify):

[Attachment 4e.](#)

5. PROPERTY CONTROL

I request temporary emergency orders

a. The petitioner respondent other parent/party be given exclusive temporary use, possession, and control of the following property that we own or are buying lease or rent (specify):

b. The petitioner respondent other parent/party be ordered to make the following payments on debts and liens coming due while the order is in effect:

Pay to: _____ For: _____ Amount: \$ _____ Due date: _____

Pay to: _____ For: _____ Amount: \$ _____ Due date: _____

Pay to: _____ For: _____ Amount: \$ _____ Due date: _____

Pay to: _____ For: _____ Amount: \$ _____ Due date: _____

c. This is a change from the current order for property control filed on (date):

d. Specify in [Attachment 5d](#) the reasons why the court should make or change the property control orders.

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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6. ATTORNEY'S FEES AND COSTS
 I request attorney's fees and costs, which total (*specify amount*): \$ _____ . I filed the following to support my request:
- a. A current *Income and Expense Declaration* ([form FL-150](#)).
 - b. A *Request for Attorney's Fees and Costs Attachment* ([form FL-319](#)) or a declaration that addresses the factors covered in that form.
 - c. A *Supporting Declaration for Attorney's Fees and Costs Attachment* ([form FL-158](#)) or a declaration that addresses the factors covered in that form.

7. DOMESTIC VIOLENCE ORDER

- Do not use this form to ask for domestic violence restraining orders! Read [form DV-505-INFO](#), *How Do I Ask for a Temporary Restraining Order*, for forms and information you need to ask for domestic violence restraining orders.
- Read [form DV-400-INFO](#), *How to Change or End a Domestic Violence Restraining Order* for more information.

- a. The *Restraining Order After Hearing* (form DV-130) was filed on (*date*): _____
- b. I request that the court change end the personal conduct, stay-away, move-out orders, or other protective orders made in *Restraining Order After Hearing* (form DV-130). (*If you want to change the orders, complete 7c.*)
- c. I request that the court make the following changes to the restraining orders (*specify*): [Attachment 7c.](#)
- d. I want the court to change or end the orders because (*specify*): [Attachment 7d.](#)

8. OTHER ORDERS REQUESTED (*specify*): _____ [Attachment 8.](#)

9. TIME FOR SERVICE / TIME UNTIL HEARING I urgently need:
- a. To serve the *Request for Order* no less than (*number*): _____ court days before the hearing.
 - b. The hearing date and service of the the *Request for Order* to be sooner.
 - c. I need the order because (*specify*): _____ [Attachment 9c.](#)

10. FACTS TO SUPPORT the orders I request are listed below. The facts that I write in support and attach to this request cannot be longer than 10 pages, unless the court gives me permission. [Attachment 10.](#)

I declare under penalty of perjury under the laws of the State of California that the information provided in this form and all attachments is true and correct.

Date: _____

 (TYPE OR PRINT NAME)

▶

 (SIGNATURE OF APPLICANT)



Requests for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to www.courts.ca.gov/forms for *Request for Accommodations by Persons With Disabilities and Response* ([form MC-410](#)). (Civ. Code, § 54.8.)

Important Notice about Access to Your Case

Due to the court closure and significant reduction in services, the court is unable to provide court orders, minute orders, and child custody mediation reports in person or by mail; they are only available online using our Public Case Access System. The court is also unable to provide you with access to your court file.

Access to court orders and minute orders is the only way to obtain instructions on how to appear for hearings and trials, and to know what the court ordered in your case. Access to child custody mediation reports is necessary so that you know what child custody, visitation, or other requirements that the mediator recommended to the court.

To get secure access to your case online, you must complete and submit to the court the attached Family Law Case Participant Enrollment Form - Party, along with a copy of your driver's license to get an account to our Public Case Access System. A separate form must be filed for each case or when you change your email address.

Once you complete the form, you must submit it in person at the courthouse (Monday through Friday 8:00 a.m. to 5:00 p.m.) using the Drop Box, or by US Mail at 3341 Power Inn Road, Sacramento, CA 95826.

Submitting the form immediately is important because it takes:

- Three working days for the court to process it if filed by Drop Box
- Seven working days for the court to process it after mailing using US Mail

Once your access is set up you will receive an email letting you know that you are subscribed to your case. If you do not receive an email notifying you that you are subscribed to your case during the timeframes identified above, please inform the court using our Contact Us page at:

<https://www.saccourt.ca.gov/contact.aspx>.

CONFIDENTIAL

CASE PARTICIPANT NAME: FIRM NAME: ADDRESS: CITY: E-MAIL ADDRESS: <i>(must be legible)</i> ATTORNEY FOR <i>(Name)</i> :	STATE BAR NO: STATE: ZIP CODE: TELEPHONE NO.: FAX NO. <i>(Optional)</i> :	FOR COURT USE ONLY
NAME OF COURT: STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ CLAIMANT: _____		
FAMILY LAW CASE PARTICIPANT ENROLLMENT FORM PARTY		CASE NUMBER: _____

You may access orders for law and motion hearings, and mediation reports prepared by Family Court Services using the court's online Public Case Access System. Free access is available for 72 hours from the time the order is issued or the report is prepared, or from the time the court creates your case subscription. After 72 hours, you may pay for copies.

INSTRUCTIONS

To setup your account you must:

- File this form with a copy of your **driver license or a state or federal issued photo identification card.**
- A separate form must be filed for each of your Family Law cases.
- Once the court has created your subscription to your case, you will receive a confirming email. You must follow the instructions in that email to complete the process.
- Once your subscription is completed, you will receive an email notification each time an order or report is added to your case.

I, _____, request that the court create an account and/or subscription to my Family Law case.

I, _____, request that the court update my account with a new email address.

I declare that my private email address is *(must be legible)*:

(Please use Ø for zero, 1 for one and clearly differentiate i, L, S, 5, 3 and 8's).

I understand, if I change my email address I must file a new enrollment form with the court.

I acknowledge that confidential mediation reports contain private information that is not part of the public court file. I understand that without a court order, I must not disclose any contents of the Report to anyone (including any minor children) other than the parties to my case (Petitioner/Respondent/Claimant) and their attorneys and court professionals. I acknowledge that the court may impose a penalty for any unauthorized disclosure of any content of the Family Court Services report.

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)

Family Law Case Demographics Information Sheet for Child Custody/Visitation

Court Case Number: _____

Family Court Services Number: _____

Petitioner's Information			
_____	_____	_____	
First Name	Middle Initial	Last Name	

Mailing Address (Include Apt. or Suite #)			

City	State	Zip Code	
Date of Birth: _____			
	Month	Day	Year
Home Phone: ()			
Work Phone: ()			
Relationship to Child/ren: _____			

Petitioner's Attorney Information		
_____	_____	_____
First Name	Middle Initial	Last Name

Mailing Address (Include Suite #)		

City	State	Zip Code
Work Phone: ()		

Respondent's Information			
_____	_____	_____	
First Name	Middle Initial	Last Name	

Mailing Address (Include Apt. or Suite #)			

City	State	Zip Code	
Date of Birth: _____			
	Month	Day	Year
Home Phone: ()			
Work Phone: ()			
Relationship to Child/ren: _____			

Respondent's Attorney Information		
_____	_____	_____
First Name	Middle Initial	Last Name

Mailing Address (Include Suite #)		

City	State	Zip Code
Work Phone: ()		

Court Case Number: _____

Family Court Services Number: _____

Claimant's (3rd Party's) Information			
First Name	Middle Initial	Last Name	
Mailing Address (Include Apt. or Suite #)			
City	State	Zip Code	
Date of Birth: _____			
	Month	Day	Year
Home Phone: ()			
Work Phone: ()			
Relationship to Child/ren: _____			

Claimant's Attorney Information		
First Name	Middle Initial	Last Name
Mailing Address (Include Suite #)		
City	State	Zip Code
Work Phone: ()		

List all of the children you had or adopted with the other party in this case:

Full Name	Date of Birth	Age	School	Resides with

Does any party need an interpreter? Yes No

If Yes, for which party? Petitioner Respondent Claimant / 3rd Party

If Yes, please indicate for what language? _____

I declare under penalty of perjury that the foregoing information is true and correct.

_____/_____/_____
DATE

SIGNATURE OF DECLARANT

TYPE OR PRINT NAME

PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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DECLARATION

(This form must be attached to another form or court paper before it can be filed in court.)

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)

- Attorney for Plaintiff Petitioner Defendant
- Respondent Other (*Specify*):