



## **COMPLETING THE REQUEST FOR ORDER REGARDING NONCOMPLIANCE WITH FINANCIAL DISCLOSURE REQUIREMENTS**

### **Purpose of Packet**

This packet is intended to provide you with the instructions on how to complete, file and serve the Request for Order forms when you wish to get a hearing before a judge to address the issue of one party failing to complete their preliminary and/or final financial disclosures. This is a step in the process of getting to a final judgment. Additional steps will be required before you can obtain a final judgment.

### **Required Forms**

The packet includes the following forms:

- Request for Order (FL-300)
- Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316)
- Proof of Service by Mail (FL-335)
- Responsive Declaration to Request for Order (FL-320)

### **Completing the Request for Order Form (FL-300)**

#### Page 1

In the top left box of the form, print your full name, mailing address and telephone number. In the space next to where it says, "attorney for," print "In Pro Per." The words In Pro Per means that you are representing yourself in this case.

In the second box down on the left, the court's name and address should be pre-printed on the form for you. However, if it is not, print the following information:

County of:	Sacramento
Street Address:	3341 Power Inn Road
Mailing Address:	3341 Power Inn Road, Room 100
City and Zip Code:	Sacramento, 95826
Branch Name:	Family Relations Courthouse

In the third box down, on the left print the full name of the parties next to the words PETITIONER/PLAINTIFF and RESPONDENT/DEFENDANT. A party's status never changes. In other words, the party that started or opened the case at the beginning will always be the petitioner. If the case was filed against you, you are and will always be the respondent. If other



persons have been joined into the case as parties, you must include them by printing their name(s) next to the words OTHER PARENT/PARTY.

In the fourth box down, on the left, entitled "Request for Order," check the box or boxes for the orders you are requesting the Judge to make.

You may check as many issues as you like, but the hearing will only be 15 minutes or less. If more time will be needed, you must request a Long Cause hearing when you appear at the hearing.

If you are seeking an order about non-compliance with financial disclosures, check the box next to the word "Other" at item 3e and print "See Request for Orders Regarding Noncompliance with Disclosure" in the space provided.

In the second box down, on the right side, next to the words "case number," print your Superior Court case number.

Item 1. Print the other party's name.

Item 2a. Leave blank. The clerk will complete this item when you file your papers.

Item 2b. Check the box before the words "same as noted above."

Item 3. Read each item and check the boxes for any items you are filing/serving with your motion.

Below item 3b and on the left, type or print the date and your name. Below item 3e, sign your name in the space provided.

The space below your signature is for the Judge's signature, leave this space blank.

At the top of pages 2, 3 and 4 of the form, on the top left side, print the full name of the parties next to the words "Petitioner" and "Respondent." Do not complete any other item on pages 2, 3 and 4.

**Completing the Request for Orders Regarding Noncompliance with Disclosure Requirements (form FL-316)**

In the long box at the top of the page, print the names of the parties next to the words Petitioner and Respondent. Print the case number to the right.

In the first set of boxes at item 1, check the box that identifies your party designation: Petitioner or Respondent. By checking this box, you will need to attach a copy of your filed and endorsed Declaration Regarding Service of Declaration of Disclosure (Form FL-141).

At the second set of boxes at item 1, check the appropriate box that identified the other party that has not yet complied with the disclosure requirements.



Read options (a) through (g) and check the box(es) that reflects the order(s) you are seeking to have the court make. If you select (g), be sure to explain exactly what you want the judge to order.

**Item 2, Facts In Support.** Use this space to tell the court what you are requesting and why. Be sure to include the facts or reasons along with the dates and times. If you have prepared a demand letter and sent it to your spouse, attach a copy of the letter to support your request. If you need more space, check the box next to “contained in the attached declaration” and continue listing the facts and reasons on an extra page.

At the bottom of the page, next to the word “date,” print the date. Below the date, print your name and to the right of your printed name sign the form.

### **Copying**

Make two (2) copies of the Request for Order and Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316) . Organize the originals and copies into three sets, placing the Request for Order on top of the Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316)

### **Filing Fees and Fee Waiver**

When you file your Request for Order, you will need to pay a fee. If you have never paid the initial filing fees in the case, you may also be asked to pay your initial filing fees at the same time. The fees are due when your Request for Order is received by the filing clerk. Checks should be made payable to Sacramento Superior Court. Please refer to the Court's fee schedule online at <http://www.saccourt.ca.gov/indexes/fees-forms.aspx> for a list of the current fees.

If you cannot afford to pay the filing fees, you may be eligible for a waiver of the filing fees. You can either ask the filing clerk for the fee waiver forms and instructions or go online at <http://www.saccourt.ca.gov/indexes/fees-forms.aspx> and click on the fee waiver link for further fee waiver information, fee waiver forms and the application instructions.

### **Filing in Person**

You must file the originals and two copies of the Request for Order (FL-300) and Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316) at the Family Relations Courthouse. You must pay your filing fee or submit a completed fee waiver application at the time of filing.

When you file your documents the clerk will assign a hearing date, time and department number on the original and the copies. The clerk will keep the originals and return the newly stamped copies to you. One copy is for your records; one copy is to be served on the other party.

### **Filing by Mail**

If you would like to file your Request for Order by mail, you must enclose a self-addressed envelope with sufficient postage (to return the filed copies to you), along with the filing fees.



After processing your documents and filing fees, the clerk will mail the filed copies to you. One copy is for your records; one copy is for serving on the other party. The Court's mailing address is:

Wm. R. Ridgeway Family Relations Court  
3341 Power Inn Road, Rm. 100  
Sacramento, CA 95826

**Completing the Proof of Service by Mail (form FL-335)**

**You must have someone other than yourself serve copies of the Notice of Motion and Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316) on all of the other parties along with a blank Responsive Declaration (form FL-320).** The person that you select to serve your documents must be an adult (18 years or older) who is not a party to the case.

The server must mail the Request for Order and Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316) along with a blank Responsive Declaration (form FL-320) on all parties at least 26 days before the hearing on the motion.

To prepare the Proof of Service by Mail form for your server, do the following:

In first box, left side, print your full name, mailing address and telephone number.

In the second box, left side, print the Court's name and address if it does not already appear on the form. The Court's address is:

Superior Court of California, County of Sacramento  
3341 Power Inn Road  
Sacramento, CA 95826  
Family Relations Courthouse

In the third box, left side, print the full names of the parties next to the words "Petitioner/Plaintiff" and "Respondent/Defendant."

In the box to the right, print your case number.

The remainder of the form (items from 1 to 5) must be read and completed by the person who serves the Request for Order documents for you. Instructions for the server to complete the Proof of Service by Mail form can be found on page 2 of the form.



Completed properly, the Proof of Service by Mail confirms for the Court that the other party was served with the following: (1) the Request for Order (FL-300); (2) the Request for Orders Regarding Noncompliance with Disclosure Requirements (FL-316) and (3) a blank Responsive Declaration (FL-320).

After the Proof of Service by Mail is completed by the server, make a copy of it. File the original and copy at the Family Relations Courthouse before the hearing date. There is no fee for this filing. Take the file-stamped copy with you to your hearing.