

Cover Sheet:	Request for Order
Effective Date:	May 1, 2019
Last Revision Date:	March 5, 2024
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, or visit the Self Help Center in person, Monday through Thursday.
Required Forms:	All forms are Judicial Council forms, unless otherwise indicated: Request for Order, FL-300 Family Law Case Participant Enrollment Form (Party), local form FL/E-LP-665
Optional Forms:	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: • Income and Expense Declaration, FL-150 This form is needed only if you are requesting orders regarding child custody or visitation: • Family Law Case Demographics Information Sheet, local form FL/E-ME-811
	This form can be used if you need additional space for your declaration: • Declaration, MC-031
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,

Request for Order Page 1 of 2



OF SACRE	Family Law & Propate
	excluding Court holidays. Forms may also be filed in person between the hours of 8:30 am and 4:00 pm. You must make an appointment online or obtain a ticket from Reception to file in person.
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. If you will need an interpreter at the hearing, please call (916) 875-2620 at least 10 days before the hearing. You will be asked to provide your name, case number, and the language needed.

Request for Order Page 2 of 2

PARTY WITHOUT ATTORNEY OR ATTORNEY	STA	ATE BAR NUMBER:	FOR COURT USE ONLY
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NO.:	FAX N	O.:	
E-MAIL ADDRESS:			
ATTORNEY FOR (name):			
SUPERIOR COURT OF CALIFORNIA,	COUNTY OF		
STREET ADDRESS:			
MAILING ADDRESS:			
CITY AND ZIP CODE:			
BRANCH NAME:			
PETITIONER:			
_			
RESPONDENT:			
OTHER PARENT/PARTY:			
REQUEST FOR ORDER	CHANGE TEMPO	RARY EMERGENCY ORDERS	CASE NUMBER:
	sitation (Parenting Time)	Spousal or Partner Sup	·
Child Support Do	mestic Violence Order	Attorney's Fees and Co	osts
Property Control Ot	her (specify):		
1. TO (name(s)):	NOTICE (OF HEARING	
· · · · · · · · · · · · · · · · · · ·	Despendent	Other Perent/Perty	011 (11)
Petitioner	Respondent	Other Parent/Party (Other (specify):
2. A COURT HEARING WILL BE	HELD AS FOLLOWS:		
a Data:		Dont :	Deem .
a. Date:	Time:	Dept.:	Room.:
b. Address of court sar	ne as noted above of	ther (specify):	
not file a Responsive Declaration before the hearing (unless the comore information.)	n to Request for Order (form ourt has ordered a shorter po	FL-320), serve a copy on the	requested orders without you if you do e other parties at least nine court days the hearing. (See form FL-320-INFO for eting this form.)
	COU	RT ORDER	
It is ordered that:	(FOR C	OURT USE ONLY)	
4. Time for service	until the hearing is	shortened. Service must be	on or before (data):
			,
5. A Responsive Declaration	to Request for Order (form I	FL-320) must be served on or	r before (date):
6. The parties must attend ar (specify date, time, and loc		dy mediation or child custody	recommending counseling as follows
· · · · · · · · · · · · · · · · · · ·	-		
	Emergency (Ex Parte) Order filed with this Request for O		proceeding and must be personally
8. Other (specify):			
on the topology.			
Data			
Date:			JUDICIAL OFFICER
			Page 1 of 4

PETITIONER:	FL-300
RESPONDENT:	CASE NUMBER:
OTHER PARENT/PARTY:	
REQUEST F	OR ORDER
Note : Place a mark X in front of the box that applies to your case "Attachment." For example, mark "Attachment 2a" to indicate that t attached to this form. Then, on a sheet of paper, list each attachme your name, case number, and "FL-300" as a title. (You may use <i>At</i>	he list of children's names and birth dates continues on a paper ent number followed by your request. At the top of the paper, write
The orders are from the following court or courts (specify courts)	nt/Party (Attach a copy of the orders if you have one.) ounty and state):
a. Criminal: County/state (specify):	Case No. (if known):
b Family: County/state (specify):c Juvenile: County/state (specify):	Case No. (if known): Case No. (if known):
c Juvenile: County/state (specify): d Other: County/state (specify):	Case No. (if known):
2. CHILD CUSTODY VISITATION (PARENTING TIME) a. I request that the court make orders about the following Child's Name Date of Birth	I request temporary emergency orders
b. The orders I request for child custody (1) Specified in the attached forms: Form FL-305 Form FL-31 Form FL-341(D) Form FL-34 (2) As follows (specify):	
c. The orders that I request are in the best interest of the	children because (specify): Attachment 2c.
d. This is a change from the current order for (1) The order for legal or physical custody	child custody visitation (parenting time). was filed on (date): . The court ordered (specify):

. The court ordered (specify):

Attachment 2d.

(2) The visitation (parenting time) order was filed on (date):

	PETITIONER: ESPONDENT: RENT/PARTY:	CASE NUMBER:
()	HILD SUPPORT lote: An earnings assignment may be issued. See Income Withholding for Support as follows: Child's name and age Child's name and age based on the child support	,
b.	I want to change a current court order for child support filed on (date): The court ordered child support as follows (specify):	Attachment 3a.
c. d.	I have completed and filed with this Request for Order a current Income and a current Financial Statement (Simplified) (form FL-155) because I meet the return the court should make or change the support orders because (specify):	
_	The court ordered \$ per month for support. This request is to modify (change) spousal or partner support after entry I have completed and attached Spousal or Partner Support Declaration that addresses the same factors covered in form FL-157.	order filed on <i>(date):</i> ry of a judgment. n Attachment (form FL-157) or a declaration FL-150) in support of my request.
5. P a.		I request temporary emergency orders n exclusive temporary use, possession, and se or rent (specify):
b. c.	and liens coming due while the order is in effect: Pay to: For: Amount: \$ Pay to: For:	Due date: Due date: Due date: Due date: Due date: Due date:
d.	Specify in Attachment 5d the reasons why the court should make or change t	he property control orders.

	FL-300
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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).	
 A Request for Attorney's Fees and Costs Attachment (form FL-319) or a in that form. 	a declaration that addresses the factors covered
 A Supporting Declaration for Attorney's Fees and Costs Attachment (for factors covered in that form. 	rm FL-158) or a declaration that addresses the
7. DOMESTIC VIOLENCE ORDER	
Do not use this form to ask for domestic violence restraining orders! Re Temporary Restraining Order, for forms and information you need to a Read form DV-400-INFO, How to Change or End a Domestic Violence	sk for domestic violence restraining orders.
a. The Restraining Order After Hearing (form DV-130) was filed on (date):	
	nduct, stay-away, move-out orders, or other
c. I request that the court make the following changes to the restrain	
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): b. The hearing date and service of the the Request for Order to be c. I need the order because (specify): 	ourt days before the hearing. sooner. Attachment 9c.
10. FACTS TO SUPPORT the orders I request are listed below. The facts that cannot be longer than 10 pages, unless the court gives me permission.	I write in support and attach to this request 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)

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.)

(SIGNATURE OF APPLICANT)

Important Notice about Access to Your Case

Court orders, minute orders, and child custody mediation reports are available online using our Public Case Access System. Access to court orders and minute orders provides you with information on 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 suggestions 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 create or update an account on 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 may submit it in person at the courthouse at the public service counter or use the Drop Box. You may also submit it by US Mail at 3341 Power Inn Road, Sacramento, CA 95826.

Submitting the form as soon as possible is important because it may take two to five days to be processed from the date of receipt.

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:		FOR COURT USE ONLY
STREET ADDRESS:		
CITY/STATE/ZIP CODE:		
TELEPHONE NO.:		
E-MAIL ADDRESS (must be legible)	
SUPERIOR COURT OF CAL STREET ADDRESS:	IFORNIA, COUNTY OF SACRAMENTO 3341 Power Inn Road	
CITY AND ZIP CODE:	Sacramento, CA 95826	
BRANCH NAME:	William R. Ridgeway Family Relations Courthouse	
PETITIONER/PLA	INTIFF:	
RESPONDENT/DEFE	NDANT:	
CLA	IMANT:	
FAMILY LAW CAS	E 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. Access is available at no charge from the time the court creates your case subscription.

INSTRUCTIONS

To setup your account you must:

- File this form with the court 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.

l,	, request that the court create an account and/or subscription to my Family
Law case.	
	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 i	f I change my e-mail 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), 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.

dec	lare unde	er penal	ty of	perjury ι	ınder tl	he la	aws c	of the	State o	ot C	California t	that	the	foregoing	is true ar	nd correct.
-----	-----------	----------	-------	-----------	----------	-------	-------	--------	---------	------	--------------	------	-----	-----------	------------	-------------

Date:	
(TYPE OR PRINT NAME)	(SIGNATURE OF DECLARANT)

		i L-130
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:	TAKKO	
ATTORNEY FOR (name):		
SUPERIOR COURT OF CALIFORNIA, C	OUNTY OF	
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PETITIONER:		
RESPONDENT:		
OTHER PARTY/PARENT/CLAIMANT:		
	EVENUE DEGLADATION	CASE NUMBER:
INCOME AND	EXPENSE DECLARATION	
1. F = 1. 1. 1. 1. 1. 1.		()
	n your current job or, if you're unemployed, your i	most recent job.)
Attach copies a. Employer:		
of your pay b. Employer's addre		
stubs for last two months d. Occupation:	; namber.	
two months d. Occupation: (black out e. Date job started:		
	ata iah andad:	
10	-	
numbers). g. I work about h. I get paid \$	hours per week. gross (before taxes) per month	per week per hour.
	ach an 8 1/2-by-11-inch sheet of paper and list	t the same information as above for your other
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 co		btained (specify):
d. Number of years of graduate s		Degree(s) obtained (specify):
,	accupational license(s) (specify):	Degree(3) obtained (specify).
vocational trai		
	ming (specify).	
3. Tax information		
a. I last filed taxes for tax y		
b. My tax filing status is		narried, filing separately
married, filing jointly with	ı (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 (spe	ecify):
4. Other party's income Lestimate	the gross monthly income (before taxes) of the c	other party in this case at (specify): \$
This estimate is based on <i>(explain</i>)	,	orior party in this sade at (openity). ϕ
· ·	any questions on this form, attach an 8 1/2-by	y-11-inch sheet of paper and write the
	er the laws of the State of California that the info	rmation contained on all pages of this form and
Date:		
	L	
(TYPE OR PRINT NAME		(SIGNATURE OF DECLARANT)

FL-150

	PETITIONER:	CASE NUMBER:	
	RESPONDENT:		
ОТН	HER PARTY/PARENT/CLAIMANT:		
	ich copies of your pay stubs for the last two months and proof of any other incom Irn to the court hearing. (Black out your Social Security number on the pay stub a		federal tax
	Income (For average monthly, add up all the income you received in each category in to and divide the total by 12.)		Average
	a. Salary or wages (gross, before taxes)	Last month	monthly
	b. Overtime (gross, before taxes)		
	c. Commissions or bonuses.		
Ì	d. Public assistance (for example: TANF, SSI, GA/GR) currently receiving		
,		ederally taxable* \$	
	f. Partner support from this domestic partnership from a different dom	acrany tanabic	
	g. Pension/retirement fund payments		
	n. Social Security retirement (not SSI)		
	. Disability: Social Security (not SSI) State disability (SDI)		
i	Unemployment compensation		
, I	k. Workers' compensation		
	. Other (military allowances, royalty payments) (specify):	\$	
	. Strot (minuty districtions, royally paymonto) (oposity).	`	
3. I	Investment income (Attach a schedule showing gross receipts less cash expenses for	each piece of property.)	
á	a. Dividends/interest	\$	
ŀ	p. Rental property income	\$	
(c. Trust income	\$	
(d. Other (specify):	\$	
	Income from self-employment, after business expenses for all businesses		
	am the owner/sole proprietor business partner other (special content)	ecify):	
	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 you Social Security number. If you have more than one business, provide the information.	tion above for each of your b	usinesses.
3. <u>[</u>	Additional income. I received one-time money (lottery winnings, inheritance, etc. amount):) in the last 12 months (<i>specit</i> y	source and
). [Change in income. My financial situation has changed significantly over the last	12 months because (specify):	
0. I	Deductions		Last montl
á	a. Required union dues		
ŀ	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 t		
f	f. Partner support that I pay by court order from a different domestic partnership		
Ç	g. Necessary job-related expenses not reimbursed by my employer (attach explanation		
14		<i>3 7</i>	
	Assets	uit a aggrupta	Total
	a. Cash and checking accounts, savings, credit union, money market, and other depos		
	b. Stocks, bonds, and other assets I could easily sell		
(c. All other property, real and personal (estimate fair market value)	e minus the debts you owe)	Ψ
	neck the box if the spousal support order or judgment was executed by the parties and the court be natains the spousal support payments as taxable income to the recipient and tax deductible to the parties.		ordered chanç

Pays some of the household expenses? Yes No Yes No Yes No Yes No Yes No No Seed needs Son
household expenses? Yes No Yes No Yes No Yes No Yes No Yes No Sed needs Son
household expenses? Yes No Yes No Yes No Yes No Yes No Yes No Sed needs Son
Yes No Seed needs Son
Yes No Yes No Yes No Yes No Yes No Seed needs Son
Yes No No Yes No No Seed needs Need
Yes No sed needs \$ \$ \$ \$
sed needs
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\$\$ on\$ c.)\$ son son so include
on\$on c.)\$onot include
on c.)\$ not include
c.) \$ not include
not include
_
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4 fotal here)\$
\$
not add in \$
others \$
Julei2 *
Date of last payment
-

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

	CHILD SUPPORT INFORMATION (NOTE: Fill out this page only if your case invo	=	
a.	I have (specify number): children under the age of 18 with the oth The children spend percent of their time with me and (If you're not sure about percentage or it has not been agreed on, please des	percent of their time with	•
17. Ct a. b. c.	nildren's health-care expenses I do I do not have health insurance available to me for the Name of insurance company: Address of insurance company:	ne children through my job).
d.	The monthly cost for the children's health insurance is or would be (specify). (Do not include the amount your employer pays.)	:\$	
18. A d	dditional expense for the children in this case	Amount per mo	onth
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):	\$	
(a	pecial hardships. I ask the court to consider the following special financial circ ttach documentation of any item listed here, including court orders): Extraordinary health expenses not included in 18b	umstances Amount per month	For how many months?
b.	Major losses not covered by insurance (examples: fire, theft, other	<u> </u>	
	insured loss)	\$	
C.	(1) Expenses for my minor children who are from other relationships and are living with me	\$	
Th	(2) Names and ages of those children (specify): (3) Child support I receive for those children	\$ (explain):	
20. O 1	ther information I want the court to know concerning support in my case	(specify):	

Family Law Case Demographics Information Sheet for Child Custody/Visitation

Petitioner's Information		Petitioner's Attor	Petitioner's Attorney Information		
First Name Middle Initial	Last Name	First Name Middle Initia	Last Name		
Mailing Address (Include Apt. or	Suite #)	Mailing Address (Include Suite	#)		
City State	Zip Code	City State	Zip Code		
Date of Birth:		Work Phone: ()			
Month Da	y Year				
Home Phone: ()					
Work Phone: ()					
Relationship to Child/ren:					
Respondent's Ir	nformation	Respondent's Atto	rney Information		
	nformation Last Name	Respondent's Atto			
First Name Middle Initial	Last Name		Last Name		
	Last Name	First Name Middle Initia	Last Name		
First Name Middle Initial Mailing Address (Include Apt. or City State Date of Birth:	Last Name Suite #) Zip Code	First Name Middle Initia Mailing Address (Include Suite	Last Name		
First Name Middle Initial Mailing Address (Include Apt. or City State	Last Name Suite #) Zip Code	First Name Middle Initia Mailing Address (Include Suite City State	Last Name		
First Name Middle Initial Mailing Address (Include Apt. or City State Date of Birth: Month Da	Last Name Suite #) Zip Code	First Name Middle Initia Mailing Address (Include Suite City State	Last Name		
First Name Middle Initial Mailing Address (Include Apt. or City State Date of Birth: Month Da	Last Name Suite #) Zip Code	First Name Middle Initia Mailing Address (Include Suite City State	Last Name		
First Name Middle Initial Mailing Address (Include Apt. or City State Date of Birth: Month Da Home Phone: ()	Last Name Suite #) Zip Code y Year	First Name Middle Initia Mailing Address (Include Suite City State	Last Name		

Court Case Number:			Family Court Services Nur	mber:
Claimant's (3 rd Party's)	Information		Claimant's At	torney Information
First Name Middle Initial	Last Name	_	First Name Middle In	nitial Last Name
Mailing Address (Include Apt. or Suit	te #)	-	Mailing Address (Include S	uite #)
City State Date of Birth: Month Day Home Phone: ()	Zip Code Year	_	City State Work Phone: ()	Zip Code
Work Phone: ()				
Relationship to Child/ren:		_		
List all of the children you ha	nd or adopted with	the oth	er party in this case:	
Full Name	Date of Birth	Age	School	Resides with
Does any party need an interpreter				and / Old Danta
If Yes, for which party?				
If Yes, please indicate for what lang	Juage ?			-
I declare under penalty of perjury the	nat the foregoing info	ormation	is true and correct.	
/ DATE			SIGNATURE OF DECLARA	NT
			TYPE OR PRINT NAME	

PLAINTIFF/PETITIONER:		CASE NUMBER:	C-0:
DEFENDANT/RESPONDENT:		O/IOE NOMBER	
	ECLARATION		
(This form must be attached to anothe	er form or court paper before it o	can be filed in court.)	
declare under penalty of perjury under the laws of the Stat	te of California that the foregoin	g is true and correct.	
Date:			
(TYPE OR PRINT NAME)	(SIG	ENATURE OF DECLARANT)	
		Plaintiff Petitioner Defe	יה אי
	Attorney for Respondent	Other (Specify):	HU