

Cover Sheet:	Request for Order
Effective Date:	May 1, 2019
Last Revision Date:	July 1 2025
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, and Friday morning.
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: <u>https://www.saccourt.ca.gov/fees/docs/fee-schedule.pdf</u> .
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



OF SACH	Family Law & Probate
	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 you may request one online at the following link: <u>https://www.saccourt.ca.gov/family/interpreter-request.aspx</u>

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.:		
EMAIL ADDRESS:			
SUPERIOR COURT OF CALIFORNIA, COUNT' STREET ADDRESS:	r OF		
MAILING ADDRESS:			
CITY AND ZIP CODE:			
BRANCH NAME:			
PETITIONER:			
RESPONDENT:			
OTHER PARENT/PARTY:			
REQUEST FOR ORDER CHAN	GE TEMPORARY	EMERGENCY ORDERS	CASE NUMBER:
Child Custody Visitation ((Parenting Time)	Spousal or Partner Sup	port
Child Support Property C	· · · <u> </u>	Attorney's Fees and Co	
Other (specify):			
Note: Read form for that was granted in a Restra		-	ask to change or end an order 5), read form and form
·	NOTICE OF HE		
1. TO (name):			
Petitioner Res	spondent Other Pa	irent/Party Oth	er (specify):
2. A COURT HEARING WILL BE HELD A	NS FOLLOWS:		
a. Date:	Time:	Dept.:	Room.:
b. Address of court same as no	oted above other (s		
		pecny).	
3. WARNING to the person served with not file a <i>Responsive Declaration to Rec</i> before the hearing (unless the court has <i>more information.</i>)	quest for Order (form FL-32	20), serve a copy on th	
It is ordered that:	COURT O		
	(FOR COURT D	SE ONE I)	
4. Time for service	until the hearing is shorted	ened. Service must be	on or before <i>(date):</i>
5. A Responsive Declaration to Requ	uest for Order (form FL-320)) must be served on o	r before <i>(date):</i>
6. The parties must attend an appoin (specify date, time, and location):	Itment for child custody me	diation or child custod	recommending counseling as follows
served with all documents filed wit		n FL-305) apply to this	proceeding and must be personally
8. Other (<i>specify</i>):			
5.			
Date:			JUDICIAL OFFICER

	FL-300
PETITIONER: RESPONDENT:	CASE NUMBER:
OTHER PARENT/PARTY:	
	EST FOR ORDER
"Attachment." For example, mark "Attachment 2a" to indicate	case or to your request. If you need more space, mark the box for e that the list of children's names and birth dates continues on a paper tachment number followed by your request. At the top of the paper, write use <i>Attached Declaration</i> () for this purpose.)
1. RESTRAINING ORDER INFORMATION One or more domestic violence restraining/protective Petitioner Respondent Other The orders are from the following court or courts (specific courts)	r Parent/Party (Attach a copy of the orders if you have one.)
a. Criminal: County/state (specify):	Case No. (if known):
b. Family: County/state (specify):	Case No. (if known):
c. Juvenile: County/state (specify):	Case No. (if known):
d. Other: County/state (specify):	Case No. (if known):
2. CHILD CUSTODY VISITATION (PARENTING TIME)	I request temporary emergency orders
a. I request that the court make orders about the fo <u>Child's Name</u> <u>Date of Birth</u>	Illowing children (specify): <u>Legal Custody to</u> (person who <u>Physical Custody to</u> (person decides: health, education, etc): with whom child lives):
b. The orders I request for child custo (1) Specified in the attached forms Form Form Form Form (2) As follows <i>(specify):</i>	Form Form

c. The orders that I request are in the best interest of the children because (specify):

PETITIONER:	CASE NUMBER:
OTHER PARENT/PARTY: 2. d. This is a change from the current order for child custody (1) The order for legal or physical custody was filed on (date):	visitation (parenting time). . The court ordered <i>(specify):</i>
(2) The visitation (parenting time) order was filed on <i>(date)</i> :	. The court ordered (specify):
 CHILD SUPPORT (Note: An earnings assignment may be issued. See <i>Income Withholding for Supp</i> a. I request that the court order child support as follows: <u>Child's name and age</u> I request 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): 	
 c. I have completed and filed with this <i>Request for Order</i> a current <i>Income and</i> a current <i>Financial Statement (Simplified)</i> () because I meet the d. The court should make or change the support orders because <i>(specify)</i>: 	<i>Expense Declaration</i> (form) or I filed requirements to file form FL-155.
 4. SPOUSAL OR DOMESTIC PARTNER SUPPORT (Note: An Earnings Assignment Order for Spousal or Partner Support (a. Amount requested (monthly): \$ b. I want the court to Change end the current support for the court ordered per month for support. C. 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. d. I have completed and filed a current Income and Expense Declaration (form e. The court should make, change, or end the support orders because (specify)) 	<i>Attachment</i> (form) or a declaration) in support of my request.

				FL-300
PETITIONER: RESPONDENT:		CASE	NUMBER:	
OTHER PARENT/PARTY:				
5. PROPERTY CONTROL a. The petitioner control of the following property	· ·		I request temporary emerge lusive temporary use, posses rent (specify):	-
b. The petitioner and liens coming due while t		arent/party be ordered to	make the following payment	s on debts
Pay to:	For:	Amount: \$	Due date:	
Pay to:	For:	Amount: \$	Due date:	
Pay to:			Due date:	
Pay to:	For:	Amount: \$	Due date:	
c. This is a change from t	he current order for property	y control filed on (date):		
	reasons why the court shou		operty control orders.	
6. ATTORNEY'S FEES AND COST I request attorney's fees and cos	TS ts, which total <i>(specify amo</i>		led the following to support m	ny request:
a. A current Income and Expen).		
 b. A Request for Attorney's Fee in that form. 	s and Costs Attachment (fo	rm) or a declaration	on that addresses the factors	covered
c. A Supporting Declaration for factors covered in that form.	Attorney's Fees and Costs .	Attachment (form)	or a declaration that address	es the
7. OTHER ORDERS REQUESTED) (specify):			
b. The hearing date and	for Order no less than (num service of the Request for C	<i>ber):</i> court days b	efore the hearing.	
c. I need the order because (sp	еспу).			
9. FACTS TO SUPPORT the order cannot be longer than 10 pages.			upport and attach to this requ	uest
I declare under penalty of perjury under the is true and correct. Date:	e laws of the State of Califor	nia that the information pr	ovided in this form and all at	achments

-time captioning, or sign language interpreter services are available if ontact the clerk's office or go to for <i>Disability</i>
r FOR ORDER Page 4 of 4

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

CASE PARTICIPANT NAME:	FOR COURT USE ONLY
STREET ADDRESS:	
CITY/STATE/ZIP CODE:	
TELEPHONE NO.:	
E-MAIL ADDRESS (must be legible)	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO STREET ADDRESS: 3341 Power Inn Road	
CITY AND ZIP CODE: Sacramento, CA 95826	
BRANCH NAME: William R. Ridgeway Family Relations Courthouse	
PETITIONER/PLAINTIFF:	
RESPONDENT/DEFENDANT:	
CLAIMANT:	
FAMILY LAW CASE PARTICIPANT ENROLLMENT FO	RM (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.

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

Law case.

Ι.

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 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 <u>not</u> 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.

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)

		FL-130
PARTY WITHOUT ATTORNEY OR ATTORNEY	STATE BAR NUMBER:	FOR COURT USE ONLY
NAME:		
FIRM NAME:		
STREET ADDRESS:		
	STATE: ZIP CODE:	
TELEPHONE NO.: E-MAIL ADDRESS:	FAX NO.:	
ATTORNEY FOR (<i>name</i>):		
SUPERIOR COURT OF CALIFORNI STREET ADDRESS:	A, COUNTY OF	
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PETITIONE	 ER:	
RESPONDER	NT:	
OTHER PARTY/PARENT/CLAIMAI		
INCOME AI	ND EXPENSE DECLARATION	CASE NUMBER:
1. Employment (Give information	on on your current job or, if you're unemployed, your	most recent job.)
Attach copies a. Employer:		
of your pay b. Employer's ac	ddress:	
stubs for last c. Employer's pl	hone number:	
two months d. Occupation:		
(black out e. Date job start	ied:	
	d, date job ended:	
Security g. I work about	hours per week.	
numbers). h. I get paid \$	gross (before taxes) per month	n per week per hour.
(If you have more than one job, jobs. Write "Question 1—Other	attach an 8 1/2-by-11-inch sheet of paper and lis Jobs" at the top.)	t the same information as above for your other
2. Age and education		
a. My age is (specify):		
b. I have completed high sch	nool or the equivalent: Yes No	If no, highest grade completed (specify):
c. Number of years of college	·	btained (specify):
		Degree(s) obtained (specify):
		Degree(s) obtained (specify).
	nal/occupational license(s) <i>(specify):</i>	
	I training (specify):	
3. Tax information		
a. I last filed taxes for t	tax year (specify year):	
b. My tax filing status is	single head of household r	narried, 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	er of exemptions (including myself) on my taxes (spe	ecify):
This estimate is based on <i>(exp</i>	nate the gross monthly income (before taxes) of the optimized plain):	other party in this case at (specify): \$
	wer any questions on this form, attach an 8 1/2-b nswer.) Number of pages attached:	y-11-inch sheet of paper and write the
I declare under penalty of perjury any attachments is true and corre	under the laws of the State of California that the info	rmation contained on all pages of this form and
Date:		
(TYPE OR PRINT		(SIGNATURE OF DECLARANT)

Page 1 of 4

	FL-150
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.		come (For average monthly, add up all the income you received in each category in the last 12 months d divide the total by 12.)	Last month	Average monthly
	a.	Salary or wages (gross, before taxes) \$,
	b.	Overtime (gross, before taxes) \$	i	
	c.	Commissions or bonuses \$;	
	d.	Public assistance (for example: TANF, SSI, GA/GR) currently receiving \$	i.	
	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\$		· · · · · · · · · · · · · · · · · · ·
	к. l.	Other (military allowances, royalty payments) (specify):		
	ι.	• Uther (minitary anowances, royany payments) (specify).		·
6.	In۱	restment income (Attach a schedule showing gross receipts less cash expenses for each piece of prope	ərty.)	
		Dividends/interest		
		Rental property income	5	
	с.	Trust income	<u> </u>	
		Other (specify):	,	
	u.	Uner (spechy).		
7.	Ind	come from self-employment, after business expenses for all businesses	5	
		m the owner/sole proprietor business partner other (specify):		
	Nu	mber of years in this business (specify):		
		me of business (specify):		
		be of business (specify):		
	-			
		ach a profit and loss statement for the last two years or a Schedule C from your last federal tax re		
	50	cial Security number. If you have more than one business, provide the information above for each	1 of your bu	sinesses.
8.		Additional income. I received one-time money (lottery winnings, inheritance, etc.) in the last 12 mont amount):	ths (specify s	source and
9.		Change in income. My financial situation has changed significantly over the last 12 months because	(specify):	
0.			(specity).	
10.		ductions		Last month
		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		
		Necessary job-related expenses not reimbursed by my employer (attach explanation labeled "Question		
	g.	The cessary job-related expenses not relinibulsed by my employer (allach explanation labeled Question	10g)	
11.	As	sets		Total
		Cash and checking accounts, savings, credit union, money market, and other deposit accounts	\$	Total
	b.	Stocks, bonds, and other assets I could easily sell		
		All other property, real and personal (estimate fair market value minus the debts ye		
	υ.		σα υνσ/ Ψ	
* ೧	hoo	k the bay if the appund support order or judgment was executed by the parties and the sourt before langer (1, 2010).	or if a court of	dorod obonar

* 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.

	FL-150
PETITIONER:	CASE NUMBER:
RESPONDENT:	
OTHER PARTY/PARENT/CLAIMANT:	

12. The following people live with me:

1	Name	Age	How the person is related to me <i>(ex: son)</i>	That person's gross monthly income	Pays some o household ex	
t c					Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No No
13. A	verage monthly expenses	stimated e	expenses Actual e	expenses Propos	sed needs	
а	Home:		h. Laundr	y and cleaning	\$	
	(1) Rent or mortgag	e \$	i. Clothes	S	\$	
	If mortgage:		j. Educat	ion	\$	
	(a) average principal: \$		k. Enterta	inment, gifts, and vacation.	\$	
	(b) average interest: \$			xpenses and transportation		
	(2) Real property taxes	\$		nce, gas, repairs, bus, etc.)		
	(3) Homeowner's or renter's insuranc			nce (life, accident, etc.; do r		
	(if not included above)			ome, or health insurance)		
	(4) Maintenance and repair	\$		s and investments		
b	Health-care costs not paid by insuran	ce \$		ble contributions	_	
С	Child care	\$	-	y payments listed in item 14 e below in 14 and insert tot		
d	Groceries and household supplies	\$			arriere) • _ \$	
е	Eating out	\$	q. Other (• _	
f.	Utilities (gas, electric, water, trash)		r. TOTAL	EXPENSES (a–q) (do not ounts in a(1)(a) and (b))	add in \$	
g	Telephone, cell phone, and e-mail	\$	s. Amou	nt of expenses paid by otl	hers \$_	

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 OF ATTORNEY)

(SIGNATURE OF ATTORNEY)

CASE NUMBER:

PETITIONER: 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	9	
b. Children's health care not covered by insurance	\$	6
c. Travel expenses for visitation	\$	6
d. Children's educational or other special needs (specify below):	§	6

9. Special hardships.	ask the court to consider	r the following special fin	ancial 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	\$	
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 (e.	xpla	in):	

20. Other information I want the court to know concerning support in my case (specify):

FL-150 [Rev. September 1, 2024]

Family Law Case Demographics Information Sheet for Child Custody/Visitation

Court Case Number: _____

Family Court Services Number: _____

	Petitioner	's Inforn	nation	
First Name	Middle In	itial	Last Name	
Mailing Addres	ss (Include A	pt. or Suit	e #)	
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 Addres	ss (Include Suite #)			
City State Work Phone:	()	Zip Code		
Work I none.				

	Responden	t's Infor	mation
First Name	Middle In	nitial	Last Name
Mailing Addre	ss (Include A	pt. or Suit	e #)
City State			Zip Code
Date of Birth:	Month	Day	Year
Home Phone:	()		
Work Phone:	()		
Relationship to	Child/ren: _		

Rest	oondent's Attorney	Information
First Name	Middle Initial	Last Name
Mailing Addre	ss (Include Suite #)	
City State		Zip Code
Work Phone:	()	

Claimant's (3 rd Party's) Information				
First Name	Middle In	nitial	Last Name	
Mailing Addres	s (Include A	pt. or Suit	e #)	
City State			Zip Code	
Date of Birth:	Month	Day	Year	
Home Phone:	()			
Work Phone:	()			
Relationship to	Child/ren:			

First Name Middle Initial Last Name Mailing Address (Include Suite #)	Claimant's Attorney Information			
City State Zip Code	First Name	Middle Initial	Last Name	
•	Mailing Addre	ss (Include Suite #)		
Work Phone: ()	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 interprete	er? Yes		No			
If Yes, for which party?	_ Petitioner		Respondent		Claimant / 3 rd 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:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

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):