



MONTEREY COUNTY SUPERIOR COURT
1200 Aguajito Road
Monterey, CA 93940
(831) 647-5800
www.monterey.courts.ca.gov

DECLARATION OF DISCLOSURE (Packet #7)

The purpose of these instructions is to provide information about how to complete the forms and provide a link to the forms you can use. California law requires that the information in these forms be exchanged at the beginning of your divorce or termination of domestic partnership case (called a Preliminary Declaration of Disclosure) within 60 days of filing the petition or response. A second Declaration of Disclosure is required near the end of your case (called a Final Declaration of Disclosure). However, if you are the Petitioner and the Respondent has not responded to the Petition AND the parties have not entered into a written agreement, then only the Petitioner needs to do the Preliminary Declaration of Disclosure.

Also, if you and your spouse have completed and exchanged your Preliminary Declarations of Disclosure, you can agree to waive exchanging your Final Declarations of Disclosure by signing and filing the Stipulation and Waiver of Final Declaration of Disclosure ([FL-144](#)).

STEP 1: Complete the forms.

You **must** complete the following forms:

- **Declaration of Disclosure ([FL-140](#)):** This form is a cover sheet and explains what forms are attached to the cover sheet. *(This form is NOT filed with the court.)*
 - **Schedule of Assets and Debts ([FL-142](#)):** This form lists the separate and community assets and debts. *(This form is NOT filed with the court.)*
 - **Income and Expense Declaration ([FL-150](#)):** This form lists your income and your expenses. (Refer to Packet #12 for details.) *(This form is only filed with the court if you are requesting orders for child or spousal support.)*
 - **Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration ([FL-141](#)):** This form explains who completed the Declaration of Disclosure, whether it is preliminary or final, and the date that he or she had the Declaration of Disclosure served on the other party. This form **MUST** be filed with the court.
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- All forms must be completed in a clear and legible manner and either typed (completed online) or neatly written in **black or blue ink**.
 - **Do not use white-out liquid or correction tape on your forms!** If you make a mistake, simply mark a single line through the mistake, initial it and then enter the correct information.

- Complete the caption on **every** page of the form. Most forms have a caption box at the top where you will enter your name, address, phone number, and a second box for the court's information and a third box where the names of the parties are written.
- If you have any questions regarding completing these forms or would like someone to review your forms before you file them, please schedule a document check with the Self-Help Center. You can do this online at www.monterey.courts.ca.gov/SelfHelp/.

How to complete the forms.

Complete the information on the caption (as pictured below), check the appropriate boxes to indicate what you are requesting, and fill in information where required.

FL-150	
ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <input type="checkbox"/> John Doe 123 Main Street Salinas, CA 93906 TELEPHONE NO.: 831-123-4567 E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per	<i>FOR COURT USE ONLY</i>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Monterey STREET ADDRESS: 1200 Aguajito Road MAILING ADDRESS: 1200 Aguajito Road CITY AND ZIP CODE: Monterey, CA 93940 BRANCH NAME: Monterey	
PETITIONER/PLAINTIFF: John Doe RESPONDENT/DEFENDANT: Jane Doe OTHER PARENT/CLAIMANT:	
INCOME AND EXPENSE DECLARATION	CASE NUMBER: DR12345

On the **Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration (FL-141)**, if you are the Petitioner, the form will be completed as follows:

DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE AND INCOME AND EXPENSE DECLARATION <input checked="" type="checkbox"/> Petitioner's <input checked="" type="checkbox"/> Preliminary <input type="checkbox"/> Respondent's <input type="checkbox"/> Final	CASE NUMBER: DR12345 - Your case #
1. I am the <input type="checkbox"/> attorney for <input checked="" type="checkbox"/> petitioner <input type="checkbox"/> respondent in this matter.	
2. <input checked="" type="checkbox"/> Petitioner's <input type="checkbox"/> respondent's Preliminary Declaration of Disclosure (form FL-140) and current* Income and Expense Declaration (form FL-150) were served on <input type="checkbox"/> attorney for <input checked="" type="checkbox"/> the other party by: <input type="checkbox"/> personal service <input checked="" type="checkbox"/> mail <input type="checkbox"/> other (specify): _____ on (date): 01/01/2011 - Date of service goes here!	

If you are the Respondent, the form will be completed as follows:

DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE AND INCOME AND EXPENSE DECLARATION <input type="checkbox"/> Petitioner's <input checked="" type="checkbox"/> Preliminary <input checked="" type="checkbox"/> Respondent's <input type="checkbox"/> Final	CASE NUMBER: DR12345 - Your case #
1. I am the <input type="checkbox"/> attorney for <input type="checkbox"/> petitioner <input checked="" type="checkbox"/> respondent in this matter.	
2. <input type="checkbox"/> Petitioner's <input checked="" type="checkbox"/> respondent's Preliminary Declaration of Disclosure (form FL-140) and current* Income and Expense Declaration (form FL-150) were served on <input type="checkbox"/> attorney for <input checked="" type="checkbox"/> the other party by: <input type="checkbox"/> personal service <input checked="" type="checkbox"/> mail <input type="checkbox"/> other (specify): _____ on (date): 01/01/2011 - Date of service goes here!	

STEP 2: Copy the forms.

Make sure you date, print, and sign your name on the forms, where required. Once you have completed the forms, make one copy of each form.

STEP 3: Arrange to have the other party served.

A *copy* of the forms, except the **Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration (FL-141)**, must be served on the other party by mail or in person within 60 days of filing the petition or response. *You* may not serve the papers on the other party, so find a friend, acquaintance or a professional process server (look in the yellow pages under “process servers”) to serve the papers for you. Keep the originals in your file so that you can later verify what was served on the other party, if necessary.

The other party must be served with the following papers:

- 1) Your completed **Declaration of Disclosure (FL-140)**
- 2) Your completed **Schedule of Assets and Debts (FL-142)**
- 3) Your completed **Income and Expense Declaration (FL-150)**

Note: These forms are NOT filed with the court; however, you may have to file the **Income and Expense Declaration (FL-150)** with the court for a support hearing later on.

Once the papers have been served, have your process server complete and sign the **Proof of Service (either FL-330 or FL-335)**.

STEP 4: File the forms with the court.

Bring the original and your copy of the **Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration (FL-141)** and the **Proof of Service (either FL-330 or FL-335)** to the first floor Family Law filing window at the [Monterey Courthouse](#), located at 1200 Aguajito Road, Monterey.

If you need to mail your forms to the court for filing, be sure to include a copy and a return envelope with sufficient postage for the clerk to mail back your endorsed copy.

The court will keep the original and return the file-stamped copy to you. Keep the copy for your records.

For additional assistance: The Self-Help Center provides workshops by appointment (or waitlist if space is available) and is located on the first floor at the [Monterey Courthouse](#), 1200 Aguajito Road, in Monterey. To make an appointment, you can either come in, call 831-647-5890, or sign up online (go to www.monterey.courts.ca.gov and follow the links to the Self-Help Center and then select the workshop you would like to attend).

You must complete the following forms:

- [FL-140](#) (Declaration of Disclosure)
- [FL-142](#) (Schedule of Assets & Debts)
- [FL-150](#) (Income and Expense Declaration)
- [FL-141](#) (Declaration Regarding Service)

The process server completes either:

- [FL-330](#) or [FL-335](#) (Proof of Service)