



MONTEREY COUNTY SUPERIOR COURT

www.monterey.courts.ca.gov/self-help

INCOME AND EXPENSE DECLARATION

(Packet #12)

The purpose of these instructions is to provide information about how to complete the forms and a link to the forms that you can use to for a party to complete the Income & Expense Declaration, which is required when requesting orders for child support or spousal support.

STEP 1: Complete the form.

You **must** complete the following form:

- **Income and Expense Declaration** ([FL-150](#))
- All forms must be completed in a clear and legible manner and either typed (completed online) or neatly written in **black or blue ink**.
- 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 the form or would like someone to review your form before you file it, please schedule a document check with the Self-Help Center. You can do this online at <https://processing.monterey.courts.ca.gov/SelfHelp/Default.aspx>

An **Income and Expense Declaration** must be submitted with copies of any pay stubs from the last two months of income. If you are self-employed, you must attach either the last two years' Schedule C's form from income tax returns or profit and loss statements for the last two years. Make sure to remove any social security numbers that may appear on your pay stubs or tax documents. You should take your tax returns to court just in case the court requires them.

Make sure your listed expenses are accurate and realistic. The court may use your expenses to determine income if your listed expenses exceed your stated income and you do not explain how you meet the difference between income and expenses.

If you are self-employed, you are required to attach your latest Schedule C from your last tax return, or a "Profit and Loss" statement that covers the last 12 months.

There is no filing fee for filing the **Income and Expense Declaration** ([FL-150](#)).

How to complete the form.

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): John Doe 123 Main Street Salinas, CA 93906 TELEPHONE NO.: 831-123-4567 E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per	FOR COURT USE ONLY
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

STEP 2: Copy the form.

Once you have completed the form and signed the Income and Expense Declaration, make copies for each of the parties (one for you, one for the other party, and one for the Department of Child Support Services (DCSS) if they are involved in your case).

STEP 3: Arrange to have the other party served.

A copy of the **Income and Expense Declaration** must be served on the other party *prior* to filing the form with the clerk's office. *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. Once the papers have been served, have your process server complete and sign the **Proof of Service by Mail (FL-335)**. Make a copy of the form.

STEP 4: File the forms with the court.

Bring the original and your copy of the **Income and Expense Declaration (FL-150)** and **Proof of Service by Mail (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 one copy of all forms, and a return envelope with sufficient postage for the clerk to mail back your endorsed copies.

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

For additional assistance: The Self-Help Center provides workshops and document reviews by appointment (or waitlist if space is available) and is located at three locations: (1) on the first floor of the Monterey Courthouse, 1200 Aguajito Road, in Monterey; (2) near the Salinas Courthouse, at 118 W. Gabilan Street, Salinas CA; and (3) on a limited schedule at the Greenfield Civic Center, 599 El Camino Real, Greenfield CA. To make an appointment, you can either come in or sign up online (www.monterey.courts.ca.gov); follow the links to the Self-Help Center and then select the workshop and location you would like to attend. and follow the links to the Self-Help Center and then select the workshop you would like to attend). To access the forms online, go to: www.courts.ca.gov/forms.htm

You must complete the following form:

- [FL-150](#) (Income and Expense Declaration)

Process Server completes:

- [FL-335](#) (Proof of Service By Mail)