



## ESTABLISHING PARENTAL RELATIONSHIP

(RE: PARENATAGE, CUSTODY, VISIATION, SUPPORT & BIRTH RECORD CHANGES)

(Packet #3)

*The purpose of these forms is to provide instructions for filing to establish a parental relationship, to ask for court orders for custody, visitation, or child support, or to change information on a birth record for the child. These forms are for parents who were not married to one another. This packet contains instructions and the blank forms you can use to file with the court.*

### STEP 1: Complete the forms.

You **must** fill out the following attached forms:

- **Petition (FL-200)**: To open the case for custody, visitation, and other orders
- **Summons (FL-210)**: Informs the other party that a court case has started and what will happen if he or she does not respond in 30 days.
- **Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (FL-105/GC-120)**: Tells the judge who the children have been living with for the past five years and if any other custody orders exist that involve this case.

You **may** also wish to attach the following forms to specify the custody/visitation orders you are requesting:

- **Child Custody Visitation and Order Attachment (FL-311)**
- **Children's Holiday Schedule Attachment (FL-341(C))**
- **Additional Provisions-Physical Custody Attachment (FL-341(D))**
- **Joint Legal Custody Attachment (FL-341(E))**

**IMPORTANT: Filing the Petition and Summons will start your case, but you must complete further steps and documents in order to finalize the matter and get the orders you are seeking. The Petition and Summons are just the first batch of papers you will need to file to obtain your orders.**

Who is the Petitioner and who is the Respondent?

If you file the Petition and Summons, you are the "Petitioner."

If you were served with the Petition and Summons, you are the "Respondent."

**Note:** *Once a person is the Petitioner or Respondent, they will always be the Petitioner or Respondent throughout the case.*

- All forms must be clear and legible and either typed (filled out 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 put 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 filling out 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 <https://processing.monterey.courts.ca.gov/SelfHelp/Default.aspx>

**How to fill out 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-200   |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">PARTY WITHOUT ATTORNEY OR ATTORNEY</td> <td style="font-size: small;">STATE BAR NUMBER:</td> </tr> <tr> <td colspan="2">NAME: JOHN DOE</td> </tr> <tr> <td colspan="2">FIRM NAME:</td> </tr> <tr> <td colspan="2">STREET ADDRESS: 123 MAIN ST.</td> </tr> <tr> <td>CITY: SALINAS</td> <td>STATE: CA    ZIP CODE: 93902</td> </tr> <tr> <td>TELEPHONE NO.: (831) 222-2222</td> <td>FAX NO.:</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2">ATTORNEY FOR (name): IN PRO PER</td> </tr> </table> | PARTY WITHOUT ATTORNEY OR ATTORNEY   | STATE BAR NUMBER:                                | NAME: JOHN DOE   |                                    | FIRM NAME: |                                     | STREET ADDRESS: 123 MAIN ST. |  | CITY: SALINAS | STATE: CA    ZIP CODE: 93902 | TELEPHONE NO.: (831) 222-2222 | FAX NO.: | E-MAIL ADDRESS: |  | ATTORNEY FOR (name): IN PRO PER |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">FOR COURT USE ONLY</td> </tr> <tr> <td style="height: 100px;"> </td> </tr> </table> | FOR COURT USE ONLY |  |
| PARTY WITHOUT ATTORNEY OR ATTORNEY   | STATE BAR NUMBER:  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
| NAME: JOHN DOE   |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
| FIRM NAME:   |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
| STREET ADDRESS: 123 MAIN ST.   |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
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| FOR COURT USE ONLY   |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
|  |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
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| RESPONDENT: JANE SMITH   |  |  |  |                                    |            |                                     |                              |  |               |                              |                               |          |                 |  |                                 |  |   |                    |  |
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Fill in the boxes and blanks as indicated on the Petition. If you wish to make specific requests regarding custody and visitation, attach the *optional* form [FL-311](#), and, if you wish, [FL-341\(C\)](#), [FL-341\(D\)](#), and [FL-341\(E\)](#).

You must complete the **Declaration Under Uniform Child Custody Jurisdiction Act** and attach it to the Petition. This document must state where the child(ren) has/have lived for the last 5 years, starting with the current residence address and then going backwards in time 5 years. There are also questions on page 2 of the form which will need to be answered.

Don't forget to date, print your name, and sign all forms where you see a signature line.

## STEP 2: File the forms with the Court.

Once you have completed the Petition, and Summons, and the UCCJEA (and other optional forms that will be attached if you choose to use them), make two copies of each form. Bring your original and the two copies of each document to the first floor Family Law filing window at the Monterey Courthouse, located at 1200 Aguajito Road, Monterey, CA 93940. You will need to bring \$435.00 (a mandatory first-time filing fee; filing fees are subject to change) to have your papers filed. (If you cannot afford the filing fee, you may qualify for a fee waiver. You will need to fill out the fee waiver forms ([FW-001](#) and [FW-003](#)), which are available on the court's website, the Clerk's office, or at the Self-Help Center. Your completed fee waiver forms must be submitted to the court at the same time as your Petition and Summons.) *Please note that the fee is subject to change by the Court.*

The court will keep your original papers and return the two copies to you with file-stamps on them. Keep one copy for your records and the other copy will be served on the Respondent.

## STEP 3: Arrange to have the other party served.

A copy of these papers must be served on the other party after you file the forms with the court. *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. These papers must be served (handed) *in person*. Once the papers have been served, have your process server fill out and sign the **Proof of Service of Summons** ([FL-115](#)).

The other party must be served with the following papers:

- 1) A filed copy of the **Petition** and the **Declaration Under UCCJEA** (and any attachments you have used)
- 2) A filed copy of the **Summons** ([FL-210](#))
- 3) A blank **Response** ([FL-220](#))
- 4) A blank **Declaration Under UCCJEA** ([FL-105/GC-120](#))

## STEP 4: Complete and file the Proof of Service.

After the papers have been served and your process server has filled out the **Proof of Service of Summons** ([FL-115](#)), make a copy and bring both the original and the copy to the first floor Family Law filing window at the Monterey Courthouse. The court will keep the original and will file-stamp your copy for you. Keep the copy for your records.

## STEP 5: What's next?

- If a Response is NOT filed by the other party, file for a default judgment. (See Packet # 11 for details.)
- If a Response is filed by the other party, or for additional assistance, come to the Self-Help Center for further instructions.

**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 at 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 see the schedules and make an appointment, you can come in person, or sign up on line ([www.monterey.courts.ca.gov](http://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. To access the forms online, go to: [www.courts.ca.gov/forms.htm](http://www.courts.ca.gov/forms.htm)

You fill out the following forms:

- [FL-200](#)
- [FL-210](#)
- [FL-105/GC-120](#)
- *Optional forms:*
  - [FL-311](#) (*Child Custody & Visitation*),
  - [FL-341\(C\)](#) (*Children’s Holiday Schedule*),
  - [FL-341\(D\)](#) (*Additional Custody Provisions*),
  - [FL-341\(E\)](#) (*Joint Legal custody Attachment*)

Server completes & signs:

- [FL-115](#)

Leave blank for other party:

- [FL-220](#)
- [FL-105/GC-120](#)

