



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

ESTABLISHING PARENTAL RELATIONSHIP

(RE: PARENTAGE, CUSTODY, VISITATION, SUPPORT & BIRTH RECORD CHANGES)
(Packet #3)

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 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.

STEP 1: Complete the forms.

You **must** complete the following 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)**: Informs 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: Completing the Petition and Summons will start your case, but you must complete additional documents in order to finalize the matter and to receive the orders you are seeking.

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 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.

<p style="text-align: right; margin: 0;">FL-200</p> <p>ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): John Doe 123 Main St. Salinas, CA 93902</p> <p>TELEPHONE NO. (Optional): (831) 222-2222 FAX NO. (Optional):</p> <p>E-MAIL ADDRESS (Optional):</p> <p>ATTORNEY FOR (Name): Self</p>	<p style="text-align: center; margin: 0;">FOR COURT USE ONLY</p>
<p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF Monterey</p> <p>STREET ADDRESS: 1200 Aguajito Road MAILING ADDRESS: 1200 Aguajito Road CITY AND ZIP CODE: Monterey, CA 93940 BRANCH NAME: Monterey</p>	
<p>PETITIONER: John Doe RESPONDENT: Jane Smith</p>	
<p style="text-align: center;">PETITION TO ESTABLISH PARENTAL RELATIONSHIP</p> <p> <input type="checkbox"/> Child Support <input type="checkbox"/> Child Custody <input type="checkbox"/> Visitation <input type="checkbox"/> Other (specify): </p>	<p>CASE NUMBER:</p>

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, attach forms FL-341(C), FL-341(D), and FL-341(E).

You must complete the **Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA (FL-105))** 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 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. You will need to pay the court a **\$435.00** fee (a mandatory first-time filing fee) when you file your forms. *(Please note that filing fees are subject to change.)* If you cannot afford the filing fee, you may qualify for a fee waiver. You will need to complete the fee

waiver forms ([FW-001](#) and [FW-003](#)). Your completed fee waiver forms must be submitted to the court at the same time as your Petition and Summons.

The court will keep your original papers and return the two file-stamped copies to you. 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 the file-stamped 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 *in person*. Once the papers have been served, have your process server complete 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](#))

STEP 4: Complete and file the Proof of Service.

After the papers have been served and your process server has completed 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.

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

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

STEP 5: Next Steps.

- If a Response is NOT filed by the other party, file for a default judgment.
- If a Response is filed 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 on the first floor at the [Monterey Courthouse](#), 1200 Aguajito Road, in Monterey. To make an appointment, you can come in person, 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-200](#) (Petition)
- [FL-210](#) (Summons)
- [FL-105/GC-120](#) (UCCJEA)

- ***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*)

Process Server completes:

- [FL-115](#) (Proof of Service)

Blank forms to give to other party:

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