

Default Re: Dissolution, Legal Separation or Nullity Self Help Information/Procedural Guidelines*

You may request that a default be entered against the Respondent if:

- The Respondent was served with your papers more than 30 days ago and has not filed a Response or an Appearance, Stipulation and Waiver form.
- Is not in the military.

Print and complete the documents in the order that they are listed.

Forms beginning with “FL” can be located at www.courts.ca.gov/forms.htm

Forms beginning with “L” are found at www.occourts.org/forms/formsfamily.html

1. Request to Enter Default (FL-165)
2. Income And Expense Declaration (FL-150)
3. Separate Property Declaration (FL-160)

If an instruction sheet is available for the form you are printing, it will be listed right below the form itself.

You must also submit the completed Proof of Service of Summons

(FL-115) along with the documents listed above. This document informs the court of when and how the Respondent received service of your papers and lets the Court know when a Default can be entered against the Respondent.

A stamped envelope addressed to the Respondent or to the Respondent’s attorney must be given to the court at the time you submit the documents listed above.

Make 2 copies (front and back) of all the forms. Bring the copies and the original forms to the Clerks Office filing counter. If you want the Clerks Office to make your copies, the cost is \$.50 for one side of every page.

Bring or mail your documents to the Family Law Clerk’s Office. If you bring the documents to the Clerk’s Office they may not be processed while you wait. You may need to leave them with the clerk, if this happens your papers will be returned to you by mail after they are processed.

Include an envelope addressed to yourself, so that the Clerk’s Office can return your documents to you once they are filed.

Next Step: After you have completed this step and your documents have been filed, you may proceed to Step 3.

**The Self Help Information/Procedural Guidelines are intended to provide basic assistance and are not a substitute for legal advice.*