



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF ORANGE  
SELF-HELP CENTER  
[www.occourts.org](http://www.occourts.org)**

**HOW TO FILE A REQUEST FOR ORDER FOR  
CUSTODY & VISITATION**

**Description:**

**This workshop is for self-represented litigants who have an active case with the Orange County Department of Child Support Services (DCSS) and who want to obtain orders regarding custody and visitation only (child or spousal support will not be addressed). The workshop will educate you about the laws and procedures that will affect your case and assist you in preparing any necessary paperwork for your case.**

**When & Where:**

**Child Support Services - Community Resource Center  
1015 N. Main Street  
Santa Ana, CA 92701**

**Every Monday at 8:00 a.m., except holidays  
*Check-in closes at 8:15 a.m.***

- Please arrive on-time as seating is limited and services are provided on a first-come, first-served basis. Only the first ten (10) people will be admitted.
- Please plan to be at DCSS for up to 4 hours for both the workshop and for processing your paperwork.
- Children are not permitted in the workshop.

**What to Bring:**

- A copy of your *Petition* and any document that has addressed custody and visitation, including but not limited to: *Judgments, Minute Orders, and Findings and Order After Hearings.*
- A black pen.
- Your own interpreter, if necessary.



# REGISTRATION PACKET

## CUSTODY AND/OR VISITATION REQUEST

### INFORMATION ABOUT YOU AND THE OTHER PARTY

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Your full name as it appears in the court records:

\_\_\_\_\_

*First name*

\_\_\_\_\_

*Middle name*

\_\_\_\_\_

*Last name*

The Other Party's full name as it appears in the court records:

\_\_\_\_\_

*First name*

\_\_\_\_\_

*Middle name*

\_\_\_\_\_

*Last name*

Your current address: \_\_\_\_\_

A phone number where the Self-Help Center Staff can contact you \_\_\_\_\_

The Other Party's current address: \_\_\_\_\_

Please list all cases and case numbers below:

- Child Support**      No  Yes (Case # and County \_\_\_\_\_)
- Divorce              No  Yes (Case # and County \_\_\_\_\_)
- Domestic Violence  No  Yes (Case # and County \_\_\_\_\_)
- Juvenile Court      No  Yes (Case # and County \_\_\_\_\_)
- Adoption             No  Yes (Case # and County \_\_\_\_\_)
- Guardianship       No  Yes (Case # and County \_\_\_\_\_)
- Other                  No  Yes (Case # and County \_\_\_\_\_)

# INFORMATION ABOUT YOUR CHILDREN WITH YOUR SPOUSE

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How many children are involved in this case? \_\_\_\_\_

Have your children always lived together with their brothers / sisters? [ ] Yes [ ] No

If no, then use the “*Other Children’s Addresses*” section below to show where your other child(ren) have lived.

Where did each child live for the past FIVE years?

*Child #1*

Child’s full name			Place of birth	Date of birth	Sex
Period of residence		Address	Person child lived with ( <i>name and present address</i> )		Relationship
	to	NOW			
	to				
	to				
	to				
	to				

*Child #2*

Child’s full name	Place of birth	Date of birth	Sex
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*Child #3*

Child’s full name	Place of birth	Date of birth	Sex
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*Child #4*

Child’s full name	Place of birth	Date of birth	Sex
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*Other Children’s Addresses*

Child’s full name			Place of birth	Date of birth	Sex
Period of residence		Address	Person child lived with ( <i>name and present address</i> )		Relationship
	to				
	to				
	to				
	to				
	to				

**INFORMATION ABOUT YOUR CURRENT ORDERS (IF ANY)**

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You must provide the information below about your most recent court orders, if any.

**CUSTODY** Order Date: \_\_\_\_\_

Ordering: JOINT or SOLE *PHYSICAL* TO: \_\_\_\_\_

JOINT or SOLE *LEGAL* TO: \_\_\_\_\_

**VISITATION** Order Date: \_\_\_\_\_

Ordering: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHAT ORDERS WOULD YOU LIKE NOW?**

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**CUSTODY**

JOINT or SOLE *PHYSICAL* TO: \_\_\_\_\_

JOINT or SOLE *LEGAL* TO: \_\_\_\_\_

**VISITATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHY?** 1) What has *changed*? 2) Why is what you want now *better for the child(ren)* than either: what the court ordered before or what the other party may want? (Explain, attaching more sheets if necessary. This will be your declaration, so use **facts** to create a **persuasive** story.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# INFORMATION ABOUT YOUR EXPENSES

## The following people live with me:

Name	Age	How this person is related to me? (ex. son)	That person's gross monthly income	Pays some of the household expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Average monthly expenses:**    Estimated expenses    Actual expenses    Proposed Needs

- |   |          |  |          |
|---|----------|--|----------|
| a. Home<br><input type="checkbox"/> Rent or <input type="checkbox"/> Mortgage | \$ _____ | h. Laundry & cleaning  | \$ _____ |
| b. Health care costs not covered by insurance                                 | \$ _____ | i. Clothes   | \$ _____ |
| c. Child Care, school expenses  | \$ _____ | j. Education   | \$ _____ |
| d. Groceries, household supplies  | \$ _____ | k. Entertainment, gifts, vacation  | \$ _____ |
| e. Eating out   | \$ _____ | l. Auto expenses & transportation<br>(insurance, gas, repairs, bus)          | \$ _____ |
| f. Utilities (gas, electric, water, trash)                                    | \$ _____ | m. Insurance (life, accident, etc. <b>do not</b> include auto, home, health) | \$ _____ |
| g. Telephone, cell phone, e-mail  | \$ _____ | n. Savings and investments   | \$ _____ |
|   |          | o. Charitable contributions  | \$ _____ |
|   |          | p. Child, spousal support (another marriage)                                 | \$ _____ |
|   |          | q. Wages/earnings withheld by court order                                    | \$ _____ |
|   |          | r. Other monthly expenses  | \$ _____ |

## Installment payments

(List here any loan payments, credit cards, credit accounts, revolving accounts not already listed above)

Name of account	Type of account (i.e. auto loan, credit card, etc.)	Monthly payment amount	Balance	Date of last payment (mo/yr)
		\$ _____	\$ _____	
		\$ _____	\$ _____	
		\$ _____	\$ _____	
		\$ _____	\$ _____	
Total monthly installment payments:		\$ _____		

## Additional Monthly Expenses for Children:

1. Children's health insurance/ health care      \$ \_\_\_\_\_
2. Travel expenses for visitation                      \$ \_\_\_\_\_
3. Children's educational/special needs              \$ \_\_\_\_\_
4. Expenses for children living with me from another relationship      \$ \_\_\_\_\_

## INFORMATION ABOUT YOUR INCOME

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### Employment:

(Give information on your current job or, if you're unemployed, your most recent job.)

- a. Employer:
- b. Employer's address:
- c. Employer's phone number:
- d. Occupation:
- e. Date job started:
- f. If unemployed, date job ended:
- g. I work about \_\_\_\_\_ hours per week.
- h. I get paid \$ \_\_\_\_\_ gross (before taxes)  per month  per week  per hour

\* If you have more than one job, attach an 8½" x 11" piece of paper and list the same information as above for your other jobs.

### Monthly Deductions (List each payroll deduction and amount below):

1. Federal Income Tax \$ \_\_\_\_\_
2. CA State Income Tax \$ \_\_\_\_\_
3. FICA and Medicare \$ \_\_\_\_\_
4. CA SDI \$ \_\_\_\_\_
5. Other Payroll Deductions \$ \_\_\_\_\_

## GLOSSARY

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### I. Child Custody and Visitation

**Custodial Parent** The parent that has primary care, custody, and control of the child(ren).

**Custody Mediation** A meeting with a trained, neutral third party who helps the parents try to agree on a [parenting plan](#) for their children.

**Parenting Plan** A detailed custody and visitation agreement that says when the child will be with each parent and how decisions are made. The parenting plan may be developed by the parents, through mediation, with the help of lawyers, or by a judge after a trial or hearing.

**Supervised Visitation** Visitation between a parent and a child that happens in the presence of another specified adult. The court may order supervised visitation when there has been domestic violence, child abuse, or a threat to take the child out of state.

**Child Custody** The rights and responsibilities between parents for their child(ren). A [parenting plan](#) must describe the [legal custody](#) and [physical custody](#) that is in the [best interest of the children](#). This term is also often used to describe who the children live with.

**Legal Custody** A parent's right and responsibility to make decisions about a child's health, education and well-being. There are two types of legal custody orders: [joint legal custody](#) and [sole legal custody](#)

**Physical Custody** Where the children live, who takes care of them, and how much time they spend with each parent. There are two types of physical custody arrangements: primary or sole physical custody and joint or shared physical custody.

**Joint Legal Custody** A type of court order that allows either or both parents to make important decisions about a child's health, education, and well-being.

**Joint Physical Custody** A type of court order in which a child spends about the same amount of time living with both parents.

**Sole Legal Custody** A type of court order in which one parent has the legal authority to make the major decisions affecting the child, such as decisions regarding: health care, education, and religion. If the parents do not agree on a decision about the child, the parent with sole legal custody has the right to make the final decision. "Sole custody" does not give one parent the right to move away with the child without notice to the other parent unless the court order specifically gives that right.

**Sole Physical Custody** A type of court order in which a child lives with one parent more than the other parent.

## **II. Miscellaneous**

**Declaration** A sworn, written statement that is used as evidence in court. The statement supports or establishes a fact. The person that makes the declaration certifies or declares under penalty of perjury that the statement is true and correct. The person that makes the declaration is called the "declarant." The declarant must sign and date the declaration. The declaration must also say where the declaration was signed or that it was made under the laws of the State of California.

**Commissioner** A person chosen by the court and given the power to hear and make decisions in certain kinds of legal matters.