

# Instructions for Preparing for a Mandatory Settlement Conference

## Forms Needed: (\* Mandatory Forms)

- [Community Property Declaration \(FL-160\)](#)
- [Separate Property Declaration \(FL-160\)](#)
- [Income and Expense Declaration \(FL-150\)](#)
- [Declaration of Disclosure \(FL-140\)](#)
- [Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration \(FL-141\)\\*](#)
- [Settlement Conference Statement/ Trial Brief \(RI-FL014\)\\*](#)
- [Spousal/ Partner Support Declaration \(RI-FL005\)](#)
- [Proof of Service by Mail \(FL-335\)](#)

\* Trial Readiness Conferences require additional forms. Please see Trial Readiness Conference packet\*

## What is a Mandatory Settlement Conference (MSC)?

An MSC is a meeting of the parties as part of a case resolution plan. The purpose of the MSC is for the parties to discuss the disputed issues and facts of the case in an effort to resolve their matter by agreement. On the day of the MSC, the parties can reach a settlement agreement and begin the process of filing a Judgment with the Court to finalize their case. If no agreement can be reached, the Court will determine if another MSC is needed, or set the matter for a Trial Readiness Conference (TRC).

<b>1</b>	<b>Watch Videos</b>	How do I prepare for an MSC? <a href="https://riverside.courts.ca.gov/node/143?acc=5">https://riverside.courts.ca.gov/node/143?acc=5</a>
<b>2</b>	<b>Complete all Forms</b>	Complete the fillable form packet.
<b>3</b>	<b>Make Copies</b>	Make (2) identical copies of all your documents. (1 Original + 2 Copies)
<b>4</b>	<b>Serve Copy on Other Party</b>	Someone over the age of 18, who is not you or a party to the case, must <u>mail</u> the other party a copy of the paperwork (not the original). Documents must be served on the other party and filed with the court <b>10 days</b> before the scheduled hearing.
<b>5</b>	<b>File with the Court</b>	<p><b><u>In-Person:</u></b> Go to the Clerk's Office window. You will need the following:</p> <ul style="list-style-type: none"> <li>• The original and at least copy (max 2)</li> <li>• The filing fee or fee waiver</li> </ul> <p><b><u>Drop box or Mail:</u></b> Use the drop off box or mail your forms to the court listed on your forms. Include the following:</p> <ul style="list-style-type: none"> <li>• The original and at least a copy (max 2)</li> <li>• An envelope addressed to yourself with sufficient postage affixed.</li> </ul> <p><b><u>Online:</u></b> Submit your forms online through eSubmit Portal. Follow the instructions below:</p> <ul style="list-style-type: none"> <li>• Electronically sign your documents at all signature lines in the document.</li> <li>• Watch video tutorials to prepare your documents at: <a href="https://riverside.courts.ca.gov/SelfHelp/FamiliesChildren/PDF-Video.mp4">https://riverside.courts.ca.gov/SelfHelp/FamiliesChildren/PDF-Video.mp4</a></li> <li>• Read instructions and eSubmit documents at: <a href="https://riverside.courts.ca.gov/forms-filing/esubmit">https://riverside.courts.ca.gov/forms-filing/esubmit</a></li> </ul> <p><i>The filing fee or fee waiver will be required at the time of submission. Once the court files the documents, the copies will be returned to you in the same way they were filed.</i></p>
<b>6</b>	<b>Attend Hearing</b>	Attend to your scheduled hearing. For Telephonic Hearings, please ensure that you call-in for hearing at the time indicated on the notice.

*DISCLAIMER: Our Self-Help Center staff is not your private attorney and does not represent any party. There is NO attorney-client relationship and staff is unable to provide legal advice based on your individual facts. The Self-Help Center staff may provide information and services to the other party in the case. Further, communications between you and Self-Help Center staff is NOT Confidential. You should consult with your own attorney if you want personalized advice or strategy, to have a confidential conversation, or to be represented by an attorney in court.*

Superior Court of California  
County of Riverside  
Mandatory Settlement Conference (MSC)

**Your Information:** I am the  Petitioner  Respondent

Name (First, Middle, Last): \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Petitioner's Name (person who started case):**

Name (First, Middle, Last): \_\_\_\_\_

**Respondent's Name:**

Name (First, Middle, Last): \_\_\_\_\_

**When is your hearing date?**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Dept: \_\_\_\_\_

**Date of Marriage/**

**Domestic Partnership:**

(Same as Petition) \_\_\_\_\_ MM/DD/YYYY

**Date of Separation:**

(Same as Petition) \_\_\_\_\_ MM/DD/YYYY

**Date of Service:**

(Summons & Petition) \_\_\_\_\_ MM/DD/YYYY

**Case Number:** \_\_\_\_\_

**List minor children of the relationship:**

1. Name (First, Middle, Last): \_\_\_\_\_ 2. Name (First, Middle, Last): \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

**Where is your case filed?**

**Filing Options:**

**Today's Date:** \_\_\_\_\_

PARTY WITHOUT ATTORNEY OR ATTORNEY   TELEPHONE NO: E-MAIL ADDRESS: ATTORNEY FOR (name):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO</b>	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
<input type="checkbox"/> <b>PETITIONER'S</b> <input type="checkbox"/> <b>RESPONDENT'S</b> <input type="checkbox"/> <b>COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION</b> <input type="checkbox"/> <b>SEPARATE PROPERTY DECLARATION</b>	CASE NUMBER:

See *Instructions* on page 4 for information about completing this form. For additional space, use *Continuation of Property Declaration* (form FL-161).

	A	B	C	-	D	=	E	F		
ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE		AMOUNT OF DEBT		NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to:	PETITIONER	RESPONDENT
1.	REAL ESTATE		\$		\$		\$	\$		\$
2.	HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES									
3.	JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.									
4.	VEHICLES, BOATS, TRAILERS									
5.	SAVINGS ACCOUNTS									
6.	CHECKING ACCOUNTS									

A		B	C	-	D	=	E	F	
ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE		AMOUNT OF DEBT		NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION	Award or Confirm to:
								PETITIONER	RESPONDENT
7.	CREDIT UNION, OTHER DEPOSITORY ACCOUNTS		\$		\$		\$	\$	\$
8.	CASH								
9.	TAX REFUND								
10.	LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE								
11.	STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS								
12.	RETIREMENT AND PENSIONS								
13.	PROFIT-SHARING, IRAS, DEFERRED COMPENSATION, ANNUITIES								
14.	ACCOUNTS RECEIVABLE, UNSECURED NOTES								
15.	PARTNERSHIP, OTHER BUSINESS INTERESTS								
16.	OTHER ASSETS								
17.	ASSETS FROM CONTINUATION SHEET								
18.	TOTAL ASSETS								

A	B	C	D	
ITEM NO. DEBTS— SHOW TO WHOM OWED	DATE INCURRED	TOTAL OWING	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER RESPONDENT	
19. STUDENT LOANS		\$	\$	\$
20. TAXES				
21. SUPPORT ARREARAGES				
22. LOANS—UNSECURED				
23. CREDIT CARDS				
24. OTHER DEBTS				
25. OTHER DEBTS FROM CONTINUATION SHEET				
26. TOTAL DEBTS				

A Continuation of Property Declaration (form FL-161) is attached and incorporated by reference.

I declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the foregoing is a true and correct listing of assets and obligations and the amounts shown are correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
SIGNATURE

## INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM FL-160

*Property Declaration* (form FL-160) is a multipurpose form, which may be filed with the court as an attachment to a *Petition* or *Response* or served on the other party to comply with disclosure requirements in place of a *Schedule of Assets and Debts* (form FL-142). Courts may also require a party to file a *Property Declaration* as an attachment to a *Request to Enter Default* (form FL-165) or *Judgment* (form FL-180).

**When filing a *Property Declaration* with the court, do not include private financial documents listed below.**

### Identify the type of declaration completed

1. Check "Community and Quasi-Community Property Declaration" on page 1 to use *Property Declaration* (form FL-160) to provide a combined list of community and quasi-community property assets and debts. Quasi-community property is property you own outside of California that would be community property if it were located in California.
2. Do not combine a separate property declaration with a community and quasi-community property declaration. Check "Separate Property Declaration" on page 1 when using *Property Declaration* to provide a list of separate property assets and debts.

### Description of the Property Declaration chart

*Pages 1 and 2*

1. Column A is used to provide a brief description of each item of separate or community or quasi-community property.
2. Column B is used to list the date the item was acquired.
3. Column C is used to list the item's gross fair market value (an estimate of the amount of money you could get if you sold the item to another person through an advertisement).
4. Column D is used to list the amount owed on the item.
5. Column E is used to indicate the net fair market value of each item. The net fair market value is calculated by subtracting the dollar amount in column D from the amount in column C ("C minus D").
6. Column F is used to show a proposal on how to divide (or confirm) the item described in column A.

*Page 3*

1. Column A is used to provide a brief description of each separate or community or quasi-community property debt.
2. Column B is used to list the date the debt was acquired.
3. Column C is used to list the total amount of money owed on the debt.
4. Column D is used to show a proposal on how to divide (or confirm) the item of debt described in column A.

### When using this form only as an attachment to a *Petition* or *Response*

1. Attach a *Separate Property Declaration* (form FL-160) to respond to item 9. Only columns A and F on pages 1 and 2 and columns A and D on page 3 are required.
2. Attach a *Community or Quasi-Community Declaration* (form FL-160) to respond to item 10, and complete column A on all pages.

### When serving this form on the other party as an attachment to *Declaration of Disclosure* (form FL-140)

1. Complete columns A through E on pages 1 and 2, and columns A through C on page 3.
2. Copies of the following documents must be attached and served on the other party:
  - (a) *For real estate* (item 1): deeds with legal descriptions and the latest lender's statement.
  - (b) *For vehicles, boats, trailers* (item 4): the title documents.
  - (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
  - (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
  - (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
  - (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
  - (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
  - (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
  - (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
  - (j) *For other assets* (item 16): the most current statement, title document, or declaration.
  - (k) *For support arrearages* (item 21): orders and statements.
  - (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
3. Do not file copies of the above private financial documents with the court.

### When filing this form with the court as an attachment to *Request to Enter Default* (FL-165) or *Judgment* (FL-180)

Complete all columns on the form.

**For more information** about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see <http://www.courts.ca.gov/8218.htm>.

PARTY WITHOUT ATTORNEY OR ATTORNEY   TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO</b>	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
<input type="checkbox"/> <b>PETITIONER'S</b> <input type="checkbox"/> <b>RESPONDENT'S</b> <input type="checkbox"/> <b>COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION</b> <input type="checkbox"/> <b>SEPARATE PROPERTY DECLARATION</b>	CASE NUMBER:

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9.	TAX REFUND								
10.	LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE								
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\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
SIGNATURE

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  - (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
  - (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
  - (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
  - (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
  - (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
  - (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
  - (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
  - (j) *For other assets* (item 16): the most current statement, title document, or declaration.
  - (k) *For support arrearages* (item 21): orders and statements.
  - (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
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Complete all columns on the form.

**For more information** about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see <http://www.courts.ca.gov/8218.htm>.

PARTY WITHOUT ATTORNEY OR ATTORNEY     TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE</b>	
PETITIONER: RESPONDENT: OTHER PARTY/PARENT/CLAIMANT:	
<b>INCOME AND EXPENSE DECLARATION</b>	CASE NUMBER:

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

Attach copies of your pay stubs for last two months (black out Social Security numbers).

- 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 8 1/2-by-11-inch sheet of paper and list the same information as above for your other jobs. Write "Question 1—Other Jobs" at the top.)

**2. Age and education**

- a. My age is (specify): \_\_\_\_\_
- b. I have completed high school or the equivalent:  Yes  No If no, highest grade completed (specify): \_\_\_\_\_
- c. Number of years of college completed (specify): \_\_\_\_\_ Degree(s) obtained (specify): \_\_\_\_\_
- d. Number of years of graduate school completed (specify): \_\_\_\_\_ Degree(s) obtained (specify): \_\_\_\_\_
- e. I have:  professional/occupational license(s) (specify): \_\_\_\_\_  
 vocational training (specify): \_\_\_\_\_

**3. Tax information**

- a.  I last filed taxes for tax year (specify year): \_\_\_\_\_
- b. My tax filing status is  single  head of household  married, filing separately  
 married, filing jointly with (specify name): \_\_\_\_\_
- c. I file state tax returns in  California  other (specify state): \_\_\_\_\_
- d. I claim the following number of exemptions (including myself) on my taxes (specify): \_\_\_\_\_

- 4. **Other party's income.** I estimate the gross monthly income (before taxes) of the other party in this case at (specify): \$ \_\_\_\_\_  
 This estimate is based on (explain): \_\_\_\_\_

(If you need more space to answer any questions on this form, attach an 8 1/2-by-11-inch sheet of paper and write the question number before your answer.) Number of pages attached: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information contained on all pages of this form and any attachments is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)



\_\_\_\_\_  
(SIGNATURE OF DECLARANT)

PETITIONER: RESPONDENT: OTHER PARTY/PARENT/CLAIMANT:	CASE NUMBER:
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**Attach copies of your pay stubs for the last two months and proof of any other income. Take a copy of your latest federal tax return to the court hearing. (Black out your Social Security number on the pay stub and tax return.)**

**5. Income** (For average monthly, add up all the income you received in each category in the last 12 months and divide the total by 12.)

	Last month	Average monthly
a. Salary or wages (gross, before taxes).....	\$ _____	\$ _____
b. Overtime (gross, before taxes).....	\$ _____	\$ _____
c. Commissions or bonuses.....	\$ _____	\$ _____
d. Public assistance (for example: TANF, SSI, GA/GR) <input type="checkbox"/> currently receiving .....	\$ _____	\$ _____
e. Spousal support <input type="checkbox"/> from this marriage <input type="checkbox"/> from a different marriage <input type="checkbox"/> federally taxable* .....	\$ _____	\$ _____
f. Partner support <input type="checkbox"/> from this domestic partnership <input type="checkbox"/> from a different domestic partnership .....	\$ _____	\$ _____
g. Pension/retirement fund payments.....	\$ _____	\$ _____
h. Social Security retirement (not SSI).....	\$ _____	\$ _____
i. Disability: <input type="checkbox"/> Social Security (not SSI) <input type="checkbox"/> State disability (SDI) <input type="checkbox"/> Private insurance .....	\$ _____	\$ _____
j. Unemployment compensation.....	\$ _____	\$ _____
k. Workers' compensation.....	\$ _____	\$ _____
l. Other (military allowances, royalty payments) (specify): .....	\$ _____	\$ _____

**6. Investment income** (Attach a schedule showing gross receipts less cash expenses for each piece of property.)

a. Dividends/interest.....	\$ _____	
b. Rental property income.....	\$ _____	
c. Trust income.....	\$ _____	
d. Other (specify): .....	\$ _____	

**7. Income from self-employment, after business expenses for all businesses**..... \$ \_\_\_\_\_

I am the  owner/sole proprietor  business partner  other (specify): \_\_\_\_\_

Number of years in this business (specify): \_\_\_\_\_

Name of business (specify): \_\_\_\_\_

Type of business (specify): \_\_\_\_\_

**Attach a profit and loss statement for the last two years or a Schedule C from your last federal tax return. Black out your Social Security number. If you have more than one business, provide the information above for each of your businesses.**

8.  **Additional income.** I received one-time money (lottery winnings, inheritance, etc.) in the last 12 months (specify source and amount): \_\_\_\_\_

9.  **Change in income.** My financial situation has changed significantly over the last 12 months because (specify): \_\_\_\_\_

**10. Deductions**

	Last month
a. Required union dues.....	\$ _____
b. Required retirement payments (not Social Security, FICA, 401(k), or IRA).....	\$ _____
c. Medical, hospital, dental, and other health insurance premiums (total monthly amount).....	\$ _____
d. Child support that I pay for children from other relationships.....	\$ _____
e. Spousal support that I pay by court order from a different marriage <input type="checkbox"/> federally tax deductible*.....	\$ _____
f. Partner support that I pay by court order from a different domestic partnership.....	\$ _____
g. Necessary job-related expenses not reimbursed by my employer (attach explanation labeled "Question 10g").....	\$ _____

**11. Assets**

	Total
a. Cash and checking accounts, savings, credit union, money market, and other deposit accounts.....	\$ _____
b. Stocks, bonds, and other assets I could easily sell.....	\$ _____
c. All other property, <input type="checkbox"/> real and <input type="checkbox"/> personal (estimate fair market value minus the debts you owe).....	\$ _____

\* Check the box if the spousal support order or judgment was executed by the parties and the court before January 1, 2019, or if a court-ordered change maintains the spousal support payments as taxable income to the recipient and tax deductible to the payor.



PETITIONER: RESPONDENT: OTHER PARTY/PARENT/CLAIMANT:	CASE NUMBER:
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**CHILD SUPPORT INFORMATION**  
**(NOTE: Fill out this page only if your case involves child support.)**

**16. Number of children**

- a. I have *(specify number)*: \_\_\_\_\_ children under the age of 18 with the other parent in this case.
- b. The children spend \_\_\_\_\_ percent of their time with me and \_\_\_\_\_ percent of their time with the other parent.  
*(If you're not sure about percentage or it has not been agreed on, please describe your parenting schedule here.)*

**17. Children's health-care expenses**

- a.  I do  I do not have health insurance available to me for the children through my job.
- b. Name of insurance company: \_\_\_\_\_
- c. Address of insurance company: \_\_\_\_\_
  
- d. The monthly cost for the **children's** health insurance is or would be *(specify)*: \$ \_\_\_\_\_  
*(Do not include the amount your employer pays.)*

**18. Additional expense for the children in this case**

	Amount per month
a. Childcare so I can work or get job training.....	\$ _____
b. Children's health care not covered by insurance.....	\$ _____
c. Travel expenses for visitation.....	\$ _____
d. Children's educational or other special needs <i>(specify below)</i> .....	\$ _____

**19. Special hardships.** I ask the court to consider the following special financial circumstances  
*(attach documentation of any item listed here, including court orders):*

	Amount per month	For how many months?
a. Extraordinary health expenses not included in 18b.....	\$ _____	_____
b. Major losses not covered by insurance <i>(examples: fire, theft, other insured loss)</i> .....	\$ _____	_____
c. (1) Expenses for my minor children who are from other relationships and are living with me.....	\$ _____	_____
(2) Names and ages of those children <i>(specify)</i> :		
(3) Child support I receive for those children.....	\$ _____	

The expenses listed in a, b, and c create an extreme financial hardship because *(explain)*:

**20. Other information I want the court to know concerning support in my case *(specify)*:**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO. : _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (Name): _____	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE</b>	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
<div style="text-align:center;"><b>DECLARATION OF DISCLOSURE</b></div> <input type="checkbox"/> Petitioner's <input type="checkbox"/> Preliminary <input type="checkbox"/> Respondent's <input type="checkbox"/> Final	CASE NUMBER:

**DO NOT FILE DECLARATIONS OF DISCLOSURE OR FINANCIAL ATTACHMENTS WITH THE COURT**

*In a dissolution, legal separation, or nullity action, both a preliminary and a final declaration of disclosure must be served on the other party with certain exceptions. Neither disclosure is filed with the court. Instead, a declaration stating that service of disclosure documents was completed or waived must be filed with the court (see form FL-141).*

- <sup>1</sup> *In summary dissolution cases, each spouse or domestic partner must exchange preliminary disclosures as described in Summary Dissolution Information (form FL-810). Final disclosures are not required (see Family Code section 2109).*
- <sup>1</sup> *In a default judgment case that is not a stipulated judgment or a judgment based on a marital settlement agreement, only the petitioner is required to complete and serve a preliminary declaration of disclosure. A final disclosure is not required of either party (see Family Code section 2110).*
- <sup>1</sup> *Service of preliminary declarations of disclosure may not be waived by an agreement between the parties.*
- <sup>1</sup> *Parties who agree to waive final declarations of disclosure must file their written agreement with the court (see form FL-144).*

*The petitioner must serve a preliminary declaration of disclosure at the same time as the Petition or within 60 days of filing the Petition. The respondent must serve a preliminary declaration of disclosure at the same time as the Response or within 60 days of filing the Response. The time periods may be extended by written agreement of the parties or by court order (see Family Code section 2104(f)).*

**Attached are the following:**

1.  A completed *Schedule of Assets and Debts* (form FL-142) or  A *Property Declaration* (form FL-160) for (specify):  
 Community and Quasi-Community Property     Separate Property.
2.  A completed *Income and Expense Declaration* (form FL-150).
3.  All tax returns filed by the party in the two years before the date that the party served the disclosure documents.
4.  A statement of all material facts and information regarding valuation of all assets that are community property or in which the community has an interest (*not a form*).
5.  A statement of all material facts and information regarding obligations for which the community is liable (*not a form*).
6.  An accurate and complete written disclosure of any investment opportunity, business opportunity, or other income-producing opportunity presented since the date of separation that results from any investment, significant business, or other income-producing opportunity from the date of marriage to the date of separation (*not a form*).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
SIGNATURE

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):	
TELEPHONE NO.: _____ FAX NO. : _____ E-MAIL ADDRESS: _____ ATTORNEY FOR (Name): _____	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO</b>	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
<b>DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE AND INCOME AND EXPENSE DECLARATION</b> <input type="checkbox"/> Petitioner's <input type="checkbox"/> Preliminary <input type="checkbox"/> Respondent's <input type="checkbox"/> Final	CASE NUMBER:

1. I am the  attorney for  petitioner  respondent in this matter.
2.  Petitioner's  Respondent's *Preliminary Declaration of Disclosure* (form FL-140), current\* *Income and Expense Declaration* (form FL-150), completed *Schedule of Assets and Debts* (form FL-142) or *Community and Separate Property Declarations* (form FL-160) with appropriate attachments, all tax returns filed by the party in the two years before service of the preliminary disclosures, and all other required information under Family Code section 2104 were served on:
  - the other party     the other party's attorney    by     personal service     mail
  - Other (specify): \_\_\_\_\_
  - on (date): \_\_\_\_\_
3.  Petitioner's  Respondent's *Final Declaration of Disclosure* (form FL-140), current\* *Income and Expense Declaration* (form FL-150), completed *Schedule of Assets and Debts* (form FL-142) or *Community or Separate Property Declarations* (form FL-160) with attachments, and the material facts and information required by Family Code section 2105 were served on:
  - the other party     other party's attorney    by     personal service     mail
  - Other (specify): \_\_\_\_\_
  - on (date): \_\_\_\_\_
4.  Service of  Petitioner's  Respondent's  preliminary  final declaration of disclosure  current income and expense declaration has been waived as follows:
  - a.  The parties agreed to waive final declaration of disclosure requirements under Family Code section 2105(d.) (*Form FL-144 may be used for this purpose.*) The waiver  was filed on (date): \_\_\_\_\_  
 is being filed at the same time as this form.
  - b.  The party has failed to comply with disclosure requirements, and the court has granted the request for voluntary waiver of receipt under Family Code section 2107 on (date): \_\_\_\_\_
  - c.  This is a default proceeding that does not include a stipulated judgment or settlement agreement. Petitioner waives final disclosure requirements under Family Code section 2110.

\*Current is defined as completed within the past three months providing no facts have changed. (Cal. Rules of Court, rule 5.260.)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

(TYPE OR PRINT NAME)
SIGNATURE

NOTE: File this document with the court.  
Do not file a copy of the Preliminary or Final Declaration of Disclosure or any attachments to either declaration of disclosure with this document.

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE**

**BLYTHE** 265 N. Broadway, Blythe, CA 92225  
 **INDIO** 46-200 Oasis St., Indio, CA 92201

**MENIFEE** 27401 Menifee Center Dr., Menifee, CA 92584  
 **RIVERSIDE** 4175 Main St., Riverside, CA 92501

**RI-FL014**

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar Number and Address</i> )   TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____		FOR COURT USE ONLY          CASE NUMBER: _____
PETITIONER: _____   RESPONDENT: _____		Department: _____
Hearing Date: _____	Time: _____	Department: _____
<input type="checkbox"/> <b>PETITIONER'S</b> <input type="checkbox"/> <b>RESPONDENT'S</b> <input type="checkbox"/> <b>SETTLEMENT CONFERENCE STATEMENT</b> <input type="checkbox"/> <b>TRIAL BRIEF</b>		

**1. STATISTICAL INFORMATION:**

- A. Date of Marriage or Registered Domestic Partnership: \_\_\_\_\_
- B. Date of Separation: \_\_\_\_\_ Length of Marriage or Domestic Partnership: \_\_\_\_\_
- C. Date Respondent Served: \_\_\_\_\_ or Date Response Filed: \_\_\_\_\_
- D. Marital/Domestic Partnership Status Terminated:     Yes     No    If yes, date: \_\_\_\_\_
- E. Is the Department of Child Support Services involved in your case?     Yes     No  
 If yes, Case No.: \_\_\_\_\_
- F. Petitioner's Age: \_\_\_\_\_ and Employment: \_\_\_\_\_
- G. Petitioner's Gross Monthly Income: \_\_\_\_\_
- H. Respondent's Age: \_\_\_\_\_ and Employment: \_\_\_\_\_
- I. Respondent's Gross Monthly Income: \_\_\_\_\_
- J. New Spouse or Cohabitee Gross Monthly Income: \_\_\_\_\_
- K. Minor Children:

Name <i>(Attach an additional page to list more children)</i>	Date of Birth	Age	Sex	Primary Physical Custodian

**2. DISCLOSURE DOCUMENTS**

	Schedule of Assets and Debts Served (FL-142)	Income and Expense Declaration Served (FL-150)
Petitioner	<input type="checkbox"/> Preliminary <input type="checkbox"/> Final	Date Last Completed: _____
Respondent	<input type="checkbox"/> Preliminary <input type="checkbox"/> Final	Date Last Completed: _____

*If a party's Income and Expense Declaration is more than three months old, or if there have been significant changes since filing the last Income and Expense Declaration, a new Income and Expense Declaration must be prepared and filed with this document.*

PETITIONER:	CASE NUMBER:
RESPONDENT:	

**3. EXISTING STIPULATIONS AND COURT ORDERS**

A. Child Custody and Visitation

Date of Last Stipulation: \_\_\_\_\_

Date of Last Order: \_\_\_\_\_  Accept  Do Not Accept

B. Child Support

Date of Last Stipulation: \_\_\_\_\_

Date of Last Order: \_\_\_\_\_  Accept  Do Not Accept

C. Spousal Support

Date of Last Stipulation: \_\_\_\_\_

Date of Last Order: \_\_\_\_\_  Accept  Do Not Accept

D. Other

Describe: \_\_\_\_\_

Date of Last Stipulation: \_\_\_\_\_

Date of Last Order: \_\_\_\_\_  Accept  Do Not Accept

**4. SETTLED and DISPUTED ISSUES**

A. Child Custody and Visitation

Do the parties have an Agreement?  Yes  No

Describe the Agreement. If there is no Agreement, describe what orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

B. Child Support

Do the parties have an Agreement?  Yes  No

Describe the Agreement. If there is no Agreement, describe what orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

PETITIONER: RESPONDENT:	CASE NUMBER:
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C. Division of Community Property Assets

I have completed and filed, or attached an up to date and current Property Declaration (FL-160)

Property Declaration:  Attached or Date Filed: \_\_\_\_\_

**Use the sections below to provide additional information that is not included on your Property Declaration.**

i. Residence: \_\_\_\_\_ Do the parties have an Agreement?  Yes  No

Describe the Agreement. If there is no Agreement, describe what orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

ii. Vehicles: \_\_\_\_\_ Do the parties have an Agreement?  Yes  No

Describe the Agreement. If there is no Agreement, describe what orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

iii. Retirement/Pension: \_\_\_\_\_ Do the parties have an Agreement?  Yes  No

Describe the Agreement. If there is no Agreement, describe what orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*



PETITIONER:	CASE NUMBER:
RESPONDENT:	

ii. Other Debts: Do the parties have an Agreement?  Yes  No  
 Describe the Agreement. If there is no Agreement, describe the orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

E. Separate Property Do the parties have an Agreement?  Yes  No  
 Describe the Agreement. If there is no Agreement, describe the orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

F. Spousal/Partner Support Do the parties have an Agreement?  Yes  No  
 Describe the Agreement. If there is no Agreement, describe the orders you want the judge to make:

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*If you need more space, please attach an additional sheet of paper.*

G. Are there any other orders you want the judge to make? If so, please describe.

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*If you need more space, please attach an additional sheet of paper.*

PETITIONER:	CASE NUMBER:
RESPONDENT:	

**5. ATTACHMENTS**

**Please indicate whether the documents listed below have been filed, or are attached to this document.**

Attachment	Date Filed	Attached
Income of Expense Declaration (FL-150)		
Schedule of Assets and Debts (FL-142)		
Property Declaration(s) (FL-160)		
Spousal/Partner Support Declaration (FL-157 or RI-FL005)		
List of Witnesses (use only if this is a Trial Brief)		
List of Exhibits (use only if this is a Trial Brief)		

Date: \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(SIGNATURE)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number, and Address)	<i>FOR COURT USE ONLY</i>
TELEPHONE NO.: _____ FAX NO.: _____ ATTORNEY FOR (Name): _____	Case Number: _____
PETITIONER: RESPONDENT:	
<input type="checkbox"/> PETITIONER'S <input type="checkbox"/> RESPONDENT'S <b>SPOUSAL/PARTNER SUPPORT DECLARATION - FAMILY CODE § 4320 FACTORS</b> <input type="checkbox"/> Request for Order <input type="checkbox"/> Settlement Conference <i>Ucvgp/Trial Brief</i> <input type="checkbox"/> Default Judgment	

I, \_\_\_\_\_, declare and state that if called as a witness in this matter, I would testify as follows based upon my own personal knowledge:

1. Describe the standard of living established by the parties during the marriage.

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See Attachment 1

2. Does each party earn enough money to maintain the same standard of living (as described above) that was established during marriage or domestic partnership?

*The extent to which the earning capacity of each party is sufficient to maintain the standard of living established during the marriage. (§ 4320(a).)*

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See Attachment 2

3. Does the party receiving support have job skills? Are there jobs available for someone with those employment skills? What, if anything, does the party receiving support have to do to improve his or her skills in order to get a job?

*The marketable skills of the supported party; the job market for those skills; the time and expenses required for the supported party to acquire the appropriate education or training to develop those skills; and the possible need for retraining or education to acquire other, more marketable skills or employment. (§ 4320(a)(1).)*

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See Attachment 3

4. Was the party receiving support unemployed during the marriage in order to devote time to domestic duties?

*The extent to which the supported party's present or future earning capacity is impaired by periods of unemployment that were incurred during the marriage to permit the supported party to devote time to domestic duties. (§ 4320(a)(2).)*

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See Attachment 4

5. Did the person receiving support contribute anything to the career of the other party?

*The extent to which the supported party contributed to the attainment of an education, training, a career position, or a license by the supporting party. (§ 4320(b).)*

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See Attachment 5

6. Does the party paying support have the ability to pay support?

*The ability of the supporting party to pay spousal support, taking into account the supporting party's earning capacity, earned and unearned income, assets, and standard of living. (§ 4320(c).)*

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See Attachment 6

7. How much money do you need to maintain the same lifestyle you had during marriage?

*The needs of each party based on the standard of living established during the marriage. (§ 4320(d).)*

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See Attachment 7

8. Summary of the assets and debts of each party, owned together and/or separately.

*The obligations and assets, including the separate property, of each party. (§ 4320(e).)*

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See Attachment 8

9. Length of the marriage or domestic partnership: \_\_\_\_\_  
*The duration of the marriage. (§ 4320(f).)*

10. Can the party receiving support take a job without significantly interfering with the care of children? What would child care cost?  
*The ability of the supported party to engage in gainful employment without unduly interfering with the interests of dependent children in the custody of the party. (§ 4320(g).)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  See Attachment 10

11. What is the age and health of both parties?  
*The age and health of the parties. (§ 4320(h).)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  See Attachment 11

12. Is there any documented history of domestic violence between the parties?  
*Documented evidence of any history of domestic violence, as defined in Section 6211 between the parties, including, but not limited to, consideration of emotional distress resulting from domestic violence perpetrated against the supported party by the supporting party, and consideration of any history of violence against the supporting party by the supported party. (§ 4320(i).)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  See Attachment 12

13. Are there any tax consequences of paying or receiving support?  
*The immediate and specific tax consequences to each party. (§ 4320(j).)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  See Attachment 13

14. Will either party suffer harmful consequences if support is granted or denied?  
*The balance of the hardships to each party. (§ 4320(k).)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  See Attachment 14

15. How does the party receiving support plan to become financially self-sufficient?

*The goal that the supported party shall be self-supporting within a reasonable period of time. Except in the case of a marriage of long duration as described in Section 4336, a "reasonable period of time" for purposes of this section generally shall be one-half the length of the marriage. However, nothing in this section is intended to limit the court's discretion to order support for a greater or lesser length of time, based on any of the other factors listed in this section, Section 4336, and the circumstances of the parties. (§ 4320(l).)*

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See Attachment 15

16. Does either party have a criminal conviction for domestic violence against the other party?

*The criminal conviction of an abusive spouse shall be considered in making a reduction or elimination of a spousal support award in accordance with Section 4325. (§ 4320(m).)*

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See Attachment 16

17. Other factors for the court to consider.

*Any other factors the court determines are just and equitable. (§ 4320(n).)*

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See Attachment 17

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_  
DECLARANT'S SIGNATURE

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):   TELEPHONE NO.: _____ FAX NO.: _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE</b>	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER: _____
<b>PROOF OF SERVICE BY MAIL</b>	<i>(If applicable, provide):</i> HEARING DATE: _____ HEARING TIME: _____ DEPT.: _____

**NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).**

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is:
  
3. I served a copy of the following documents (*specify*):
  - Property Declaration – Community & Qusi Property     Property Declaration – Separate Property     Income and Expense Declaration     Declaration of Disclosure     Declaration Regarding Service of Declaration of Disclosure and Income and Expense Declaration     Settlement Conference Statement/ Trial Brief     Spousal/ Partner Support Declaration     Exhibit List     Witness List
 by enclosing them in an envelope AND
  - a.  **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.
  - b.  **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business’s practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
4. The envelope was addressed and mailed as follows:
  - a. Name of person served:
  - b. Address:
  
  - c. Date mailed:
  - d. Place of mailing (*city and state*):
5.  I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (*Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order* (form FL-334) may be used for this purpose.)
6. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

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\_\_\_\_\_  
(SIGNATURE OF PERSON WHO SERVED THE PAPERS)