



ACCESS CENTER DISSO A-Z

FINALIZING MY CASE

Q: How do I finish my case and get a judgment?

A: If the other party does not file a response or you have a written agreement with the other party, you may be able to obtain your judgment by paper submission (you do not have to appear in front of a judge).

The forms you need will depend on your case type. Once you complete all the required forms, make two additional copies of each form. You will also need to submit 4 self-addressed stamped envelopes (2 addressed to each party). Please submit everything at the Civic Center Courthouse, 400 McAllister Street, Room 402 San Francisco, CA 94102. On average, it can take 8-12 weeks to receive your judgment paperwork in the mail.

All forms below are available at <https://www.courts.ca.gov/forms.htm>

Q: There is no Response filed and we do not have a written agreement (true default case), what forms do I need to finalize my case?

A: You will need to complete the following:

- Form, FL-141, Declaration Regarding Service of Declaration of Disclosure
- Form FL-150, Income and Expense Declaration, with an estimate of Respondent's income (unless one has been filed within the past 90 days and there have been no changes since then)
- Form FL-335, Proof of Service by Mail. (Have someone 18 years or older mail a copy of form FL-150 to the other party, unless form FL-150 was served as a part of your preliminary declaration of disclosures within the past 90 days.)
- Form FL-165 Request to Enter Default
- Form FL-170 Declaration for Default or Uncontested Dissolution or Legal Separation
- Form FL-180 Judgment
- Form FL-190 Notice of Entry of Judgment

If there are assets and/or debts to be divided, you must also complete the following forms:

- Form FL-160, Property Declaration (showing an equitable division of assets and debts)
- Form FL-345, Property Order Attachment to Judgment (attached to FL-180 Judgment)

If you are requesting spousal support, you must also complete the following forms:

- Form FL-157, Spousal or Partner Support Declaration Attachment (attached to FL-170, Declaration for Default or Uncontested Dissolution or Legal Separation)

- Form FL-343, Spousal, Partner, or Family Support Order Attachment (attached to FL-180, Judgment. Note: the date spousal support will commence must be on or after the date the Judgment is entered. For example, for the commencement date, you can state: “date Judgment entered”.)
- If you are not requesting spousal support but want to either reserve or terminate the Court’s jurisdiction over the issue of spousal support for you or your spouse, you do not need to include the spousal support forms listed above. You can mark the appropriate boxes in Item 4(l) of the FL-180 Judgment. Note, the court will not terminate its jurisdiction over the issue of spousal support in a true default case if the marriage is 10 years or longer (from date of marriage to date of separation)

If there are minor child(ren) in the case, you must also complete the following forms:

- Form FL 105, Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (if there are any changes since the last time this form was filed)
- Form FL-192, Notice of Rights and Responsibilities – Health-Care Costs and Reimbursement Procedures and Information Sheet on Changing a Child Support Order (attached to FL-180, Judgment)
- Form FL-191, Child Support Case Registry Form
- Form FL-341, Child Custody and Visitation (Parenting Time) Order Attachment (attached to FL-180 Judgment). In a true default case, when the Petitioner does not request that the Respondent have sole or joint physical custody, the Respondent is given “reasonable right of visitation” (Item 7(a) of the FL-341). If you wish to include a specific visitation schedule for the Respondent, you must include a declaration explaining why you are requesting that schedule (for example, perhaps that is the schedule that you currently follow)
- Form FL-342, Child Support Information and Order Attachment (include an attachment of a child support calculation using a child support calculator program (not a form). If you wish to reserve the Court’s jurisdiction over the issue of child support rather than include a child support order, you do not need to include a child support calculation as an attachment, write “reserved” under “monthly amount” of child support in the FL-342, and in section 4(o) of the FL-180, Judgment, write “The issue of child support is reserved without prejudice to the Department of Child Support Services.”)
- Form FL-342(A), Non-Guideline Child support Findings Attachment (if applicable)

Q: There is no Response filed and we have a written agreement (default with agreement case), what forms do I need to finalize my case?

A: You will need to complete the following:

- Both parties must file Form FL-141, Declaration Regarding Service of Declaration of Disclosure.
- Both parties must file Form FL-150, Income and Expense Declaration (unless one has been filed within the past 90 days and there have been no changes since then) Exception: You do not need to file FL-150, Income and Expense Declaration if your marriage is less than 10 years from date of marriage to date of separation, do not have minor children together and you and the other party have

a written agreement to waive spousal support and terminate the court's jurisdiction to award spousal support for both parties.

- Form FL-335, Proof of Service by Mail. (Have someone 18 years or older mail a copy of form FL-150 to the other party, unless form FL-150 was served as a part of your preliminary declaration of disclosures within the past 90 days.)
- Respondent's signed form SFUFC 11.17
- Form FL-144, Stipulation and Waiver of Final Disclosure
- Form FL-165, Request to Enter Default
- Form FL-170, Declaration for Default or Uncontested Dissolution or Legal Separation.
- Form FL-180, Judgment
- Written agreement attached to FL-180, Judgment (Respondent must have signature notarized)
- Form FL-190, Notice of Entry of Judgment

If your agreement includes spousal support:

- Either include form FL-343, Spousal, Partner or Family Support Order Attachment or spousal support provision in your agreement

If there are minor child(ren) in the case, you must also complete the following forms:

- Form FL-342, Child Support Information and Order Attachment (include an attachment of a child support calculation using a child support calculator program (not a form). If you wish to reserve the Court's jurisdiction over the issue of child support rather than include a child support order, you do not need to include a child support calculation as an attachment, write "reserved" under "monthly amount" of child support in the FL-342, and in section 4(o) of the FL-180, Judgment, write "The issue of child support is reserved without prejudice to the Department of Child Support Services.")
- Form FL-342(A), Non-Guideline Child support Findings Attachment (if applicable)
- Form FL-192, Notice of Rights and Responsibilities – Health-Care Costs and Reimbursement Procedures and Information Sheet on Changing a Child Support Order. (attached to FL-180, Judgment)
- Form FL-191, Child Support Case Registry Form

For more information about a written agreement, visit

https://www.courts.ca.gov/8410.htm#def_writeup.

Q: There is a Response filed and we have a written agreement (uncontested case), what forms do I need to finalize my case?

A: You will need to complete the following:

- Both parties must file Form FL-141, Declaration Regarding Service of Declaration of Disclosure.
- Both parties must file Form FL-150, Income and Expense Declaration (unless one has been filed within the past 90 days and there have been no changes since then) Exception: You do not need to file FL-150, Income and Expense Declaration if your marriage is less than 10 years from date of marriage to date of separation, do not have minor children together and you and the other party have a written agreement to waive spousal support and terminate the court's jurisdiction to award spousal support for both parties.

- Form FL-335, Proof of Service by Mail. (Have someone 18 years or older mail a copy of form FL-150 to the other party, unless form FL-150 was served as a part of your preliminary declaration of disclosures within the past 90 days.)
- Form FL-144, Stipulation and Waiver of Final Disclosure
- Form FL-130, Appearance, Stipulations, and Waivers
- Form FL-170, Declaration for Default or Uncontested Dissolution or Legal Separation.
- Form FL-180, Judgment
- Written agreement attached to FL-180, Judgment
- Form FL-190, Notice of Entry of Judgment

If your agreement includes spousal support:

- Either include form FL-343, Spousal, Partner or Family Support Order Attachment or spousal support provision in your agreement

If there are minor child(ren) in the case, you must also complete the following forms:

- Form FL-342, Child Support Information and Order Attachment (include an attachment of a child support calculation using a child support calculator program (not a form). If you wish to reserve the Court’s jurisdiction over the issue of child support rather than include a child support order, you do not need to include a child support calculation as an attachment, write “reserved” under “monthly amount” of child support in the FL-342, and in section 4(o) of the FL-180, Judgment, write “The issue of child support is reserved without prejudice to the Department of Child Support Services.”)
- Form FL-342(A), Non-Guideline Child support Findings Attachment (if applicable)
- Form FL-192, Notice of Rights and Responsibilities – Health-Care Costs and Reimbursement Procedures and Information Sheet on Changing a Child Support Order. (attached to FL-180, Judgment)
- Form FL-191, Child Support Case Registry Form

For more information about a written agreement, visit

https://www.courts.ca.gov/8410.htm#def_writeup.

Q: There is a Response filed but we cannot come to an agreement (contested case), what can I do?

A: If you have a contested case, you may need to set your case for trial in order to finish your case. Please refer to Rule 11.10 through 11.13 in Uniform Local Rules of Court, regarding trial setting. You may also want to consult with a private attorney for legal advice.

https://www.sfsuperiorcourt.org/sites/default/files/images/Uniform%20Local%20Rules%20of%20Court_Effective%20January%201%202020%20%28FINAL%29_1.pdf?1592953647884

Q: What is the Concluding Dissolution Workshop?

A: The ACCESS Center holds monthly workshops (when available) to assist self-represented litigants with the necessary paperwork to obtain their judgments. If you have questions regarding what paperwork you need to complete to finalize your case, visit the San Francisco Superior Court’s self-help webpage at

<https://www.sfsuperiorcourt.org/self-help> for available ACCESS services.