

# START YOUR DIVORCE / LEGAL SEPARATION/ ANNULMENT

These are the forms you will need. You can find them at [www.courts.ca.gov](http://www.courts.ca.gov).

Petition (FL-100)

Summons (FL-110)

UCCJEA (FL-105)

Proof of Service of Summons (FL-115)

## **STEP 1: Fill Out the Forms**

Petition (FL-100): Fill this out completely. If you do not know exactly what your “separate property” and “community property” are, you may say “To Be Determined.” However, the more specific you can be the better. Only list children from THIS marriage.

Summons (FL-110): Fill out the first page. This lets your spouse know that they are being sued and that they have 30 days to respond. The second page has automatic restraining orders that apply to both parties during the case, so make sure that you read them and follow them.

UCCJEA (FL-105): (KIDS ONLY) If you have children from this marriage, you must fill out this form. The court wants to know where the children have been living for the past 5 years and if anyone else has a custody claim on them.

## **STEP 2: File the Forms**

Make 2 copies of each of the forms. Pull a number for “Family Law” at the kiosk on the 1<sup>st</sup> floor of the Courthouse. Your number will be directed to a window. File your forms with the clerk at that window. There is a \$435.00 fee to start your divorce case. Checks should be made out to Placer County Superior Court. If you cannot afford to pay the filing fee, request a fee waiver from the Clerk.

The Court is located at: The Bill Santucci Justice Center, 10820 Justice Center Drive, Roseville, CA 95661.

## **STEP 3: Serve a Copy to Your Spouse**

You must have a copy of your forms personally served on your spouse, along with a blank Response (FL-120). The clerk will provide this form to you when you file. If there are children, you must also serve a blank UCCJEA (FL-105). Anyone other than you, over 18, can serve the papers on your spouse.

## **STEP 4: File the Proof of Service**

The person who serves the papers on your spouse needs to fill out a Proof of Service of Summons (FL-115). Make sure that the DATE and TIME the Respondent was served are filled in. File this at the “Family Law” window at the Courthouse. There is no fee for this.

## **STEP 5: Do Your “Homework”**

See the instructions in this packet on doing your disclosures.

There are many other forms that need to be filed. Please see FL-182 for a list of forms needed.