

\$5.00

## OPEN A PETITION FOR CUSTODY AND SUPPORT

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

Petition for Custody and Support (FL-260)

Summons (FL-210)

UCCJEA (FL-105)

Proof of Service of Summons (FL-115)

### STEP 1: Fill Out the Forms

Petition for Custody and Support (FL-260): Fill this out completely.

Summons (FL-210): Fill out this page first. This lets the other parent 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 also read them and follow them.

UCCJEA (FL-105): 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 1st floor of the Courthouse. Your number will be directed to a window. Give your forms to the Clerk at that window. There is a \$435.00 fee. 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 95678.

### STEP 3: Serve a Copy to the Other Parent

You must have a copy of your forms personally served to the other parent, along with a blank Response (FL-270) and blank UCCJEA (FL-105). Anyone other than you, over 18, can serve the papers to the other parent.

### STEP 4: File the Proof of Service

The person who serves the papers to the other parent 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: Get Orders for Child Custody and/or Child Support

You now have a custody case OPEN, but you do not yet have orders. If you need the Court to make orders for child custody or child support, your next step is to file an Order to Show Cause to get a court date. OR you and the other parent can agree to these things. See the Legal Help Center for more information.