

How can we help you...

- Court attorney who can help you better represent yourself
- Available to either side
- Nothing is confidential
- Can help you with legal papers
- Can help you with service of the legal papers
- Can help with the filing of papers
- FLF does **not** go to court with you
- FLF does **not** represent you



**FAMILY LAW
FACILITATOR**

805.882.4660
www.sbcourts.org
Email: SBFLF@sbcourts.org

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“I don’t remember who said this, but there really are places in the heart you don’t even know exist until you love a child.”

[Anne Lamott](#), author of *Operating Instructions: A Journal of My Son's First Year*

INTRODUCTION

Our goal in this class:
To help you to know what to put on the legal papers to go to court regarding custody and/or visitation. You want the judge to make decisions...

Remember: You can avoid preparing legal papers if you and the other parent attend FREE voluntary mediation first!

Call Family Court Services for an appt. 805-882-4667



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**Call Family Court Services
for an appt. 805-882-4667**

Our goal in this class:
To help you to know what to put on the legal papers to go to court regarding custody and/or visitation. You want the judge to make decisions...

A colorful illustration of five children of diverse backgrounds and abilities jumping joyfully. From left to right: a boy with a yellow headband and a red shirt, a girl with pink pigtails in a yellow dress, a girl with long orange hair in a green dress, a girl with red hair in a purple dress, and a boy with a red headband in an orange shirt. They are all smiling and have their arms raised in the air. The background is a solid light blue.

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1. Must have a **court case** in Santa Barbara County Superior Court;
2. Must **attend once the free 2-hour PEACE** parenting class online;
- 3A. **Must attend voluntary mediation through Family Court Services and come to an agreement that is signed by a judge;**

OR

- 3B. **Must prepare legal papers (Request for Order FL-300) to get a court-ordered mediation appointment and a court hearing date;**
4. **Attend court-ordered Family Court Services mediation, and if there's no signed agreement, then;**
5. **Go to court** and have a judge make orders regarding custody and visitation

OR

- **California Courts Self-Help Center:** Lots of Information and the free forms available that you complete on your own
- **Law Help Interactive:** Free forms that you complete yourself by answering written interview questions
- **Guide and File:** Answer online questions and automatically create the forms. File electronically or print and file on your own.

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California Courts Self-Help Center: Extensive information and free forms to complete on your own: <https://selfhelp.courts.ca.gov/child-custody-and-parenting-time-index>

Guide and File: Answer online questions on your own and your forms are created for free. You can then print the documents to serve and file or electronically file:
www.guideandfile.com

PREPARE

Let's make sure you understand **the basics...**

Physical Custody

Means you have **responsibility for the child on the day-to-day level**

Legal Custody

Means you have **responsibility for making decisions** regarding the child's welfare

Options: **Pick One:**

- Joint legal and physical custody, **OR**
- Joint legal custody and sole physical custody, **OR**
- Sole physical and legal custody

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It's not about YOU...

THINK OF YOUR CHILDREN'S BEST INTERESTS

- Who can provide for the basics?
- What's unique about your situation: Age, health, personality, experiences and abilities of the kids?
- What kind of emotional ties exist between parent and child?



YOUR KIDS ARE NOT IN A SACK OF POTATOES!

- How cooperative are the parents?
- Is there any history of domestic abuse by a parent?

Goal: Stability and continuity for the child

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STEPS FOR GOING TO COURT REGARDING
CUSTODY AND VISITATION

1

Have a court case in the Santa Barbara Superior Court

2

Attend the PEACE class

3

Do FREE voluntary mediation with Family Court Services
805-882-4667

4

If mediation doesn't work, prepare your legal papers

5

- File and serve your papers.
- Prepare for court

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- NOT offered in **person**
- **Attend online any day and time of the week**
- Must be able to **print Certificate of Attendance**
- **File the Certificate of Attendance** with court
- **FREE**



- NOT offered in **person**
- **Attend online any day and time of the week**
- Must be able to **print Certificate of Attendance**
- **File the Certificate of Attendance** with court
- **FREE**

ENGLISH: <https://www.santabarbaracourts.ca.gov/divisions/family-law/peace-online>

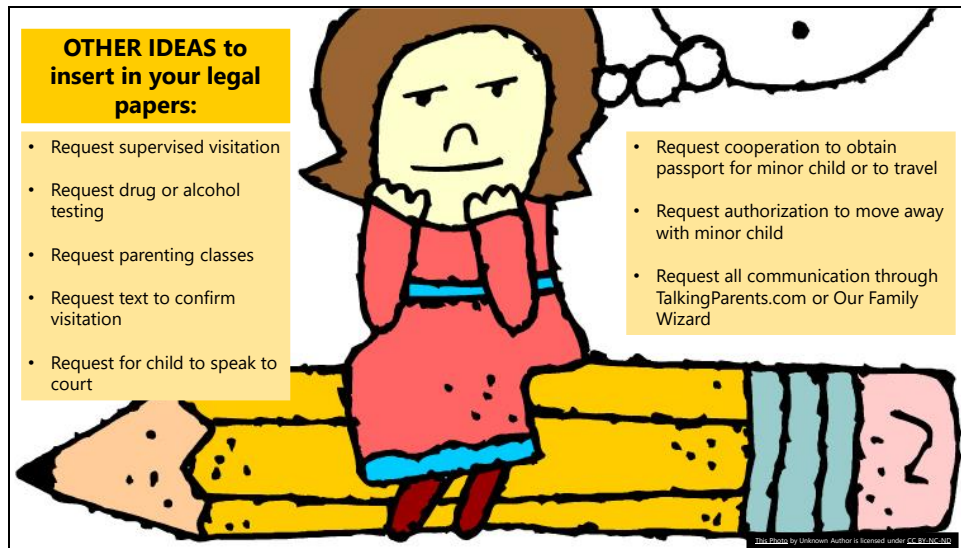
ESPAÑOL: <https://www.santabarbara.courts.ca.gov/divisions/family-law/peace-en-linea>

**SPECIAL
REQUESTS**

to make in your legal papers...

If you don't ask for it,
you won't get it!

Neal Creative ©

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Co-Parenting Essentials Program: Online course with certificate included!



The COPE Program

16 hr Coparenting Education for High Conflict Cases. Inclusion in 4 online groups - 6 hrs of Face to Face Support on Your Case

Si Habla Español

Get Started Now!

<https://coparentingessentials.com/>

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FAMILY SERVICE AGENCY
Since 1899

CLASSES



- **Dedicated Dads**
- **Connected Couples, Connected Families**
- **Parenting Classes**

(805) 965-1001



Our Locations

<p>SANTA BARBARA (Administration) 123 West Guadalupe Street Santa Barbara, CA 93101 (805) 965-1001 Fax: (805) 965-2178</p>	<p>SANTA MARIA YOUTH & FAMILY CENTER 105 N. Lincoln Street Santa Maria, CA 93458 (805) 928-1707 Fax: (805) 922-4797</p>	<p>LOMPOC 101 South B Street Lompoc, CA 93436 (805) 735-4376 Fax: (805) 737-3251</p>	<p>DOROTHY JACKSON FAMILY RESOURCE CENTER 646 North H Street Lompoc, CA 93436 (805) 743-4146</p>
<p>LONG-TERM CARE OMBUDSMAN PROGRAM (805) 922-1236 Fax: (805) 922-1541</p>	<p>SANTA MARIA FAMILY RESOURCE CENTER 648 E. Erros Dr. Santa Maria, CA 93454 (805) 928-4150</p>	<p>CARPINTERIA 5201 Eighth Street Suite 202A Carpinteria, CA 93013 (805) 965-1001</p>	<p>LITTLE HOUSE BY THE PARK 4681 11th Street Guadalupe, CA 93434 (805) 343-1194</p>

Special Email Programs to Use Instead of Texting!

Separated or divorced parents may find that using an online co-parenting system to communicate issues such as scheduling changes, providing the other parent with academic, behavioral or medical information regarding their child, tracking events and activities, creating a photo gallery, and tracking co-parenting expenses is a helpful way to communicate regarding their children. Parents may also find it very useful to use an online shared calendar. This is particularly helpful for parents who have difficulty communicating in-person, by phone or text, or using their personal e-mail addresses. It minimizes stressful discussions and may help to improve their communication which will benefit their children. The following is a list of some websites that provide this kind of management system.

- Santa Barbara County Superior Court does not endorse one online co-parenting communication program over the other. This list is not comprehensive, but is strictly for the purpose of informing parents about this resource, which may be helpful in improving overall communication regarding their children. Some of the websites are free, and some charge for their service. You may want to explore these websites to see which one is the best fit for you.



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Slide 18

FL-300	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
REQUEST FOR ORDER	
Note: Place a mark <input checked="" type="checkbox"/> in front of the box that applies to your case or to your request. If you need more space, mark the box for "Attachment." For example, mark "Attachment 2a" to indicate that the list of children's names and birth dates continues on a paper attached to this form. Then, on a sheet of paper, list each attachment number followed by your request. At the top of the page, write your name, case number, and "FL 300" as a title. (You may use Attachment Declaration (Form MC-633) for this purpose.)	
1. RESTRAINING ORDER INFORMATION	
One or more domestic violence restraining/protective orders are now in effect between (specify): <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other Parent/Party (Attach a copy of the orders if you have one.) The orders are from the following court or courts (specify county and state): a. <input type="checkbox"/> Superior Court/Countywide (specify) Case No. (if known) b. <input type="checkbox"/> Family Court/Countywide (specify) Case No. (if known) c. <input type="checkbox"/> Juvenile Court/Countywide (specify) Case No. (if known) d. <input type="checkbox"/> Other Countywide (specify) Case No. (if known)	
2. CHILD CUSTODY <input type="checkbox"/> I request temporary emergency orders	
3. VISITATION (PARENTING TIME)	
a. I request that the court make orders about the following children (specify): Child's Name Date of Birth <input type="checkbox"/> Legal Custody to (person who decides health, education, etc.) <input type="checkbox"/> Physical Custody to (person with whom child lives)	
b. The orders I request for <input type="checkbox"/> child custody <input type="checkbox"/> visitation (parenting time) are: <input type="checkbox"/> Attachment 1a. (1) <input type="checkbox"/> Specified in the attached forms: <input type="checkbox"/> Form FL-300 <input type="checkbox"/> Form FL-341 <input type="checkbox"/> Form FL-342 <input type="checkbox"/> Form FL-341(c) <input type="checkbox"/> Form FL-341(b) <input type="checkbox"/> Form FL-341(d) <input type="checkbox"/> Other (specify) <input type="checkbox"/> Attachment 1b. (2) As follows (specify): <input type="checkbox"/> Attachment 1c.	
c. The orders that I request are in the best interest of the children because (specify): <input type="checkbox"/> Attachment 2c. See my attached declaration.	
d. <input type="checkbox"/> This is a change from the current order for <input type="checkbox"/> child custody <input type="checkbox"/> visitation (parenting time). (1) <input type="checkbox"/> The order for legal or physical custody was filed on <u>08/01/00</u> . (2) <input type="checkbox"/> The visitation (parenting time) order was filed on <u>08/01/00</u> . The court <u>ordered</u> (specify): <input type="checkbox"/> Attachment 1d.	
REQUEST FOR ORDER Page 2 of 4	

FL-300
Pgs. 1-2

[illegible]

FL-300
Pgs. 3-4

PETITIONER RESPONDENT OTHER PARENT PARTY		CASE NUMBER FL-311
CHILD CUSTODY AND VISITATION (PARENTING TIME) APPLICATION ATTACHMENT —This is not a court order— Responsive Declaration to Request for Order		
TO: <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Request for Order <input type="checkbox"/> Responsive Declaration to Request for Order <input type="checkbox"/> Other (specify): _____		
1. a. <input type="checkbox"/> Custody. Custody of the minor children of the parties is requested as follows: Attachment 1a		
Child's Name	Date of Birth	Legal Custody to (person who decides about the child's health, education, and welfare) Physical Custody to (person the child regularly lives with)
b. <input type="checkbox"/> Custody with allegations of a history of abuse or substance abuse		
(1) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other parent(s) is (or are) alleged to have a history of abuse against any of the following persons: a child, the other parent, their current spouse, or the person they live with or are dating or engaged to.		
(2) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other parent(s) is (or are) alleged to have the habitual or continual illegal use of controlled substances, or the habitual or continual abuse of alcohol, or the habitual or continual abuse of prescribed controlled substances.		
(3) <input type="checkbox"/> I ask that the court NOT order sole or joint custody of the minor child to the parent(s) alleged to have a history of abuse or substance abuse.		
(4) <input type="checkbox"/> Even though there are allegations, I ask that the court make the child custody orders in Item 1a. (Write the reasons why you think it would be good for the children that the parent(s) be granted custody even though there are allegations against them of a history of abuse or substance abuse.) <input type="checkbox"/> Below <input type="checkbox"/> Attachment 1b <input type="checkbox"/> Other (specify): _____		
2. <input type="checkbox"/> Visitation (Parenting Time).		
Note: Unless specifically ordered, a child's holiday schedule order has priority over the regular parenting time.		
a. <input type="checkbox"/> Reasonable right of parenting time (visitation) to the party without physical custody (not appropriate in cases involving domestic violence).		
b. <input type="checkbox"/> See the attached _____ page document dated (specify date): _____		
c. <input type="checkbox"/> The parties will go to child custody mediation or child custody recommending counseling at (specify date, time, and location): _____		
d. <input type="checkbox"/> No visitation (parenting time).		
Page 1 of 4		
CHILD CUSTODY AND VISITATION (PARENTING TIME) APPLICATION ATTACHMENT		
FL-311 (Rev. January 1, 2016)		

FL-311

PETITIONER RESPONDENT OTHER PARENT PARTY		CASE NUMBER FL-311
a. <input type="checkbox"/> Visitation (parenting time) (Specify start and ending date and time. If applicable, check "start of" OR "after school.")		
<input type="checkbox"/> Petitioner's <input type="checkbox"/> Respondent's <input type="checkbox"/> Other Parent's Party's parenting time (visitation) will be as follows:		
(1) <input type="checkbox"/> Weekends starting (date): _____		
(Write the first weekend of the month in the first weekend with a Saturday.)		
from <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th weekend of the month		
at <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. / if applicable, specify _____		
to <input type="checkbox"/> (day of week) _____ at <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. / if applicable, specify _____		
(2) <input type="checkbox"/> The parties will alternate the 15th weekends, with the <input type="checkbox"/> petitioner <input type="checkbox"/> respondent <input type="checkbox"/> other parent(s) having the initial 15th weekend, which starts (2006): _____		
(3) <input type="checkbox"/> The <input type="checkbox"/> petitioner <input type="checkbox"/> respondent <input type="checkbox"/> other parent(s) will have the 15th weekend in <input type="checkbox"/> odd <input type="checkbox"/> even numbered months.		
(4) <input type="checkbox"/> Alternate weekends starting (date): _____		
from <input type="checkbox"/> (day of week) _____ at <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. / if applicable, specify _____		
to <input type="checkbox"/> (day of week) _____ at <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. / if applicable, specify _____		
(5) <input type="checkbox"/> Weekdays starting (date): _____		
from <input type="checkbox"/> (day of week) _____ at <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. / if applicable, specify _____		
to <input type="checkbox"/> (day of week) _____ at <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. / if applicable, specify _____		
(6) <input type="checkbox"/> Other visitation (parenting time) days and restrictions are: listed in Attachment 2a <input type="checkbox"/> as follows: _____		
3. <input type="checkbox"/> Visitation (parenting time) with allegations of a history of abuse, substance abuse, or other parenting concerns		
a. <input type="checkbox"/> Supervised visitation (parenting time)		
(1) I ask that <input type="checkbox"/> petitioner <input type="checkbox"/> respondent <input type="checkbox"/> other parent(s) have supervised visitation with the minor children according to the schedule in Item 2 because of (specify): _____		
(a) <input type="checkbox"/> Domestic violence, child abuse, or neglect.		
(b) <input type="checkbox"/> Substance abuse: the habitual or continual illegal use of controlled substances, or the habitual or continual abuse of alcohol, or the habitual or continual abuse of prescribed controlled substances.		
(c) <input type="checkbox"/> Other parenting concerns (specify below): _____		
(2) The reasons why the court should make the orders are (specify): _____		
(Write the reasons why you think unsupervised visitation (parenting time) would be bad for the children.)		
<input type="checkbox"/> Below <input type="checkbox"/> Attachment 2a <input type="checkbox"/> Other (specify): _____		
Page 2 of 4		
CHILD CUSTODY AND VISITATION (PARENTING TIME) APPLICATION ATTACHMENT		
FL-311 (Rev. January 1, 2016)		

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FL-311	
PETITIONER RESPONDENT OTHER PARENT/PARTY	CASE NUMBER
<p>(3) I ask for the following orders about the supervised visitation provider:</p> <p>(a) Visitation (parenting time) be monitored by phone, if feasible:</p> <p>(i) <input type="checkbox"/> The person or agency is a professional provider. A professional provider must meet the requirements listed in Declaration of Supervised Visitation Provider (Professional) Form FL-304(2) and sign the declaration.</p> <p>(ii) <input type="checkbox"/> The person is a nonprofessional provider. That person must meet the requirements listed in Declaration of Supervised Visitation Provider (Nonprofessional) Form FL-304(2)(2) and sign a declaration.</p> <p>(b) The provider's phone number is (specify): _____</p> <p>(c) Any costs of supervision be paid as follows: petitioner: _____ percent; respondent: _____ percent; other parent/party: _____ percent.</p> <p>b. <input type="checkbox"/> Unsupervised visitation (parenting time). (Complete 3b only if you want the court to order unsupervised visitation to a person alleged to have a history of abuse or substance abuse.)</p> <p>(1) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other parent/party is (or are) alleged to have a history of abuse against any of the following persons: a child, the other parent, their current spouse, or the person they live with or are dating or engaged to.</p> <p>(2) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other parent/party is (or are) alleged to have the habitual or continual illegal use of controlled substances, or the habitual or continual abuse of alcohol, or the habitual or continual abuse of prescribed controlled substances.</p> <p>(3) Even though there are allegations of a history of abuse or substance abuse, I request that the court order unsupervised visitation to (specify): <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other parent/party.</p> <p>(4) The reasons why the court should make the orders are (specify): (Write the reasons why you think it would be good for the children that the person(s) be granted unsupervised visitation (parenting time) even though there are allegations against them of a history of abuse or substance abuse.) <input type="checkbox"/> Below <input type="checkbox"/> in Attachment 3b. <input type="checkbox"/> Other (specify): _____</p> <p>(5) The orders for visitation (parenting time) that you request must be specific as to time, day, place, and manner of transfer of the child, as Family Code section 6322(c) requires.</p> <p>4. <input type="checkbox"/> Transportation for visitation (parenting time) and place of exchange. Note: In cases of domestic violence, the court must have enough information to make orders that are specific as to the time, place, and manner of transfer (exchange) of the child for custody and visitation under Family Code section 6322(c).</p> <p>a. The children must be driven only by a licensed and insured driver. The vehicle must be legally registered with the Department of Motor Vehicles and must have child restraint devices properly installed, as required by law.</p> <p>b. <input type="checkbox"/> Transportation to begin the visit will be provided by (name): _____</p> <p>c. <input type="checkbox"/> Transportation from the visit will be provided by (name): _____</p> <p>d. <input type="checkbox"/> The exchange point at the beginning of the visit will be (address): _____</p> <p>e. <input type="checkbox"/> The exchange point at the end of the visit will be (address): _____</p> <p>f. <input type="checkbox"/> During the exchanges, the party driving the children will wait in the car and the other party will wait in the home (or exchange location) while the children go between the car and the home (or exchange location).</p> <p>g. <input type="checkbox"/> Other (specify): _____</p>	

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CHILD CUSTODY AND VISITATION (PARENTING TIME)
APPLICATION ATTACHMENT

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FL-311	
PETITIONER RESPONDENT OTHER PARENT/PARTY	CASE NUMBER
<p>5. <input type="checkbox"/> Travel with children. The <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other parent/party must have written permission from the other parent or party, or a court order, to take the children out of the following places:</p> <p>a. <input type="checkbox"/> the state of California</p> <p>b. <input type="checkbox"/> the following countries (specify): _____</p> <p>c. <input type="checkbox"/> other places (specify): _____</p> <p>6. <input type="checkbox"/> Child abduction prevention. There is a risk that one of the parties will take the children out of California without the other party's permission. I request the orders set out or attached Form FL-302.</p> <p>7. <input type="checkbox"/> Children's holiday schedule. I request the holiday and vacation schedule set out <input type="checkbox"/> below <input type="checkbox"/> in Form FL-341(c).</p> <p>8. <input type="checkbox"/> Additional custody provisions. I request the additional orders for custody set out <input type="checkbox"/> below <input type="checkbox"/> in Form FL-341(d).</p> <p>9. <input type="checkbox"/> Joint legal custody provisions. I request joint legal custody and want the additional orders set out <input type="checkbox"/> below <input type="checkbox"/> in Form FL-341(d).</p> <p>10. <input type="checkbox"/> Other. I request the following additional orders (specify): _____</p>	

FL-311 (Rev. January 1, 2025)

CHILD CUSTODY AND VISITATION (PARENTING TIME)
APPLICATION ATTACHMENT

Page 4 of 4

For your protection and privacy, please press the Clear This Form button after you have printed this form.

[Print this form](#) | [Save this form](#) | [Clear this form](#)

□ 2/2/3 Plan

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Parent A	Parent A	Parent B	Parent B	Parent A	Parent A	Parent A
Parent B	Parent B	Parent A	Parent A	Parent B	Parent B	Parent B
Parent A	Parent A	Parent B	Parent B	Parent A	Parent A	Parent A
Parent B	Parent B	Parent A	Parent A	Parent B	Parent B	Parent B
Parent A	Parent A	Parent B	Parent B	Parent A	Parent A	Parent A
Parent B	Parent B	Parent A	Parent A	Parent B	Parent B	Parent B

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2-2-5-5 PARENTING SCHEDULE					
january					2021
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28 December FATHER	29 FATHER	30 MOTHER	31 MOTHER	1 January FATHER	2/3 FATHER/ FATHER
4 FATHER	5 FATHER	6 MOTHER	7 MOTHER	8 MOTHER	9/10 MOTHER/ MOTHER
11 FATHER	12 FATHER	13 MOTHER	14 MOTHER	15 FATHER	16/17 FATHER/ FATHER
18 FATHER	19 FATHER	20 MOTHER	21 MOTHER	22 MOTHER	23/24 MOTHER/ MOTHER
25 FATHER	26 FATHER	27 MOTHER	28 MOTHER	29 FATHER	30/31 FATHER/ FATHER
1 February FATHER	2 FATHER	3 MOTHER	4 MOTHER	5 MOTHER	6/7 MOTHER/ MOTHER

[illegible]

OPTIONAL
FORM:
FL-341(c)

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PETITIONER/RESPONDENT/OTHER PARENT/PARTY		CASE NUMBER	FL-341(D)
ADDITIONAL PROVISIONS—PHYSICAL CUSTODY ATTACHMENT			
<p>TO <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Request for Order <input type="checkbox"/> Responsive Declaration to Request for Order <input type="checkbox"/> Revision and Order for Custody and/or Visitation of Children <input type="checkbox"/> Findings and Order After Hearing or Judgment <input type="checkbox"/> Custody Order—Juvenile <input type="checkbox"/> Final Judgment <input type="checkbox"/> Other (specify):</p>			
<p>The additional provisions to physical custody apply to (specify parties): <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other Parent/Party must notify all parties within (specify number) days of any change in his or her:</p>			
<p>1. <input type="checkbox"/> Notification of parties' current address. <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Other Parent/Party a. address for <input type="checkbox"/> residence <input type="checkbox"/> mailing <input type="checkbox"/> work <input type="checkbox"/> email b. telephone/message number at <input type="checkbox"/> home <input type="checkbox"/> cell phone <input type="checkbox"/> work <input type="checkbox"/> the children's schools The parties may not use such information for the purpose of harassing, annoying, or disturbing the peace of the other or invading the other's privacy. No residence or work address is needed if a party has an address with the State of California's State of Home Confidential Address Program.</p>			
<p>2. <input type="checkbox"/> Notification of planned move of child. Each party must notify the other (specify number) days before any planned change in residence of the children. The notification must state, to the extent known, the planned address of the children, including the county and state of the new residence. The notification must be sent by certified mail, return receipt requested.</p>			
<p>3. <input type="checkbox"/> Child care. a. <input type="checkbox"/> The children must not be left alone without age-appropriate supervision. b. <input type="checkbox"/> The parties must let each other know the name, address, and phone number of the children's regular child-care providers.</p>			
<p>4. <input type="checkbox"/> Right of first option of child care. In the event any party requires child care for (specify number) hours or more while the children are in his or her custody, the other party or parties must be given first opportunity, with as much prior notice as possible, to care for the children before other arrangements are made. Unless specifically agreed or ordered by the court, this order does not include regular child care needed when a party is working.</p>			
<p>5. <input type="checkbox"/> Canceled visitation (parenting time). a. <input type="checkbox"/> If the noncustodial party fails to arrive at the appointed time and fails to notify the custodial party that he or she will be late, then the custodial party need not for only (specify number) minutes before considering the visitation (parenting time) canceled. b. <input type="checkbox"/> If the noncustodial party is unable to exercise visitation (parenting time) on a given occasion, he or she must notify the custodial party (specify): <input type="checkbox"/> at the earliest possible opportunity. <input type="checkbox"/> Other (specify): c. <input type="checkbox"/> If the children are ill and unable to participate in the scheduled visitation (parenting time), the custodial party must notify the noncustodial party (specify): <input type="checkbox"/> as much notice as possible. <input type="checkbox"/> A doctor's excuse. <input type="checkbox"/> Other (specify):</p>			
<p>6. <input type="checkbox"/> Phone contact between parents and children. a. <input type="checkbox"/> The children may have telephone access to the parties <input type="checkbox"/> and the parties may have telephone access to the children at reasonable times, for reasonable durations. b. <input type="checkbox"/> The custodial parent must make the child available for the following scheduled telephone contact (specify daily telephone contact with each party):</p>			
<p>c. <input type="checkbox"/> No party or any other third party may listen to, monitor, or interfere with the calls.</p>			
ADDITIONAL PROVISIONS—PHYSICAL CUSTODY ATTACHMENT			
Page 1 of 1			

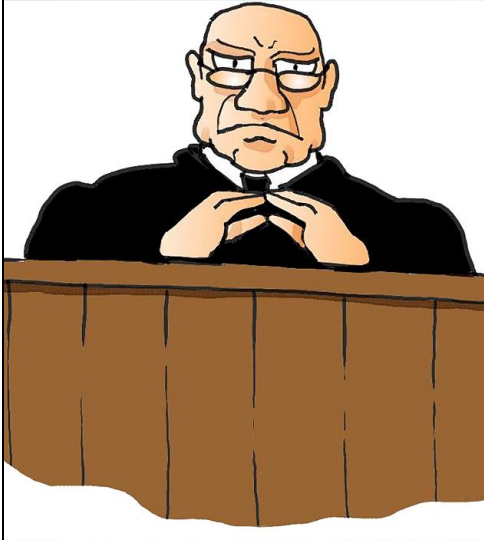
OPTIONAL
FORM:
FL-341(d)

PETITIONER/RESPONDENT/OTHER PARENT/PARTY		CASE NUMBER	FL-341(D)
<p>7. <input type="checkbox"/> No negative comments. The parties will not make or allow others to make negative comments about each other or about their past or present relationships, family, or friends within hearing distance of the children.</p>			
<p>8. <input type="checkbox"/> Discussion of court proceedings with children. Other than age-appropriate discussion of the parenting plan and the children's role in mediation or other court proceedings, the parties will not discuss with the children any court proceedings relating to custody or visitation (parenting time).</p>			
<p>9. <input type="checkbox"/> No use of children as messengers. The parties will communicate directly with each other on matters concerning the children and may not use the children as messengers between them.</p>			
<p>10. <input type="checkbox"/> Alcohol or substance abuse. The <input type="checkbox"/> petitioner <input type="checkbox"/> respondent <input type="checkbox"/> other parent(s) may not consume alcoholic beverages, narcotics, or restricted dangerous drugs (except by prescription) within (specify number) hours before or during periods of time with the children <input type="checkbox"/> and may not permit any third party to do so in the presence of the children.</p>			
<p>11. <input type="checkbox"/> No exposure to cigarette or medical marijuana smoke. The parties will not expose the children to secondhand cigarette or medical marijuana smoke.</p>			
<p>12. <input type="checkbox"/> No interference with schedule of any party without that party's consent. The parties will not schedule activities for the children during the other party's scheduled visitation (parenting time) without the other party's prior agreement.</p>			
<p>13. <input type="checkbox"/> Third-party contact. a. <input type="checkbox"/> The children will have no contact with (specify name):</p>			
<p>14. <input type="checkbox"/> Children's clothing and belongings. a. <input type="checkbox"/> The children must not be left alone in the presence of (specify name): b. <input type="checkbox"/> Each party will maintain clothing for the children so that the children do not have to make the exchanges with additional clothing. c. <input type="checkbox"/> The children will be returned to the other party with the clothing and other belongings they had when they arrived.</p>			
<p>15. <input type="checkbox"/> Log book. The parties will maintain a "log book" and make sure that the book is sent with the children between their homes. Using businesslike notes (no personal comments), parties will record information related to the health, education, and welfare issues that arise during the time the children are with them.</p>			
<p>16. <input type="checkbox"/> Terms and conditions of order may be changed. The terms and conditions of this order may be added to or changed as the needs of the children and parties change. Such changes will be in writing, dated and signed by the parties, each party will retain a copy. If the parties want a change to be a court order, it must be filed with the court in the form of a court document.</p>			
<p>17. <input type="checkbox"/> Other (specify): Respondent must test Petitioner 4 or more hours before the scheduled visitation time to confirm that she will drink the visitation. If Petitioner does not receive the test as stated, then Petitioner may consider the visitation cancelled.</p>			
ADDITIONAL PROVISIONS—PHYSICAL CUSTODY ATTACHMENT			
Page 1 of 1			

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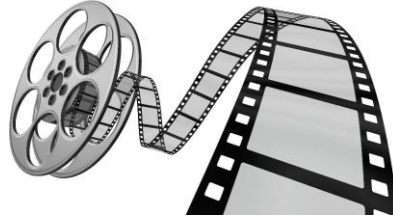
WRITING YOUR DECLARATION:

A judge is a judge because a judge loves to judge!

- **State facts, not conclusions**
- Give a **lot of details, not generalizations**
- **Allow the judge to draw their own conclusions**
- Tell your story in a way that the judge can understand:
 1. What do you **specifically want**?
 2. Why is this in your **child's best interests**?
 3. If you want to change a custody order that is post-Judgment, what is the **"change of circumstances?"**

- **What is the background story?**
- **How was your relationship together?**
- **When did you separate?**
- **What kind of parenting arrangement have you followed since then?**
- **What problems are there now?**
- **What do you propose as a solution, and why?**
- **History of domestic abuse?**
- **Criminal history?**
- **Attach documents and pictures as exhibits. Discuss in your declaration.**

Imagine that you are a movie director, and you want to tell your story.....



Your declaration is limited to no more than 10 pages long, typed, double-spaced, font size 11-12

[illegible]

ready. set. go!

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READY? PROCESS YOUR LEGAL PAPERS:

STEP 1: Prepare your documents (look at Slide #7 for online options):

1. **FL-300 Request for Order**
2. **FL-311 Child Custody and Visitation Application Attachment**
3. **OPTIONAL FORMS** to attach:
 - **FL-341(c) Holiday Schedule Attachment**
 - **FL-341(d) Additional Provisions- Physical Custody**
 - **FL-341(e) Joint Legal Custody Attachment**
4. Your **declaration**: Dated and signed under penalty of perjury with any exhibits attached
5. **Witness Declarations**: Use the Judicial Council MC-030 form

[illegible]



STEP 2: Get your court date and file your documents with the Clerk's Office

STEP 3: Have the other parent properly served. File your Proof of Service.

STEP 4: Prepare for court: Be organized and knowledgeable

REMEMBER: The Family Law Facilitator is here to help you as you represent yourself. Get more specific information to educate yourself: <https://www.courts.ca.gov/1185.htm> Call our office for further assistance.

FL-330-INFO

INFORMATION SHEET FOR PROOF OF PERSONAL SERVICE

Use these instructions to complete the *Proof of Personal Service* (form FL-330).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents:

(1) personal delivery and (2) by mail. See the *Proof of Service by Mail* (form FL-335) if the documents are being served by mail. The person who serves the documents must complete a proof of service form for the documents being served. You **cannot** serve documents if you are a party to the action.

INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a *proof of service* for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service, one for the respondent and one for the other parent.

Complete the top section of the *proof of service* forms as follows:

First box, left side: In this box print the name, address, and phone number of the person for whom you are serving the documents.

Second box, left side: Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

Third box, left side: Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

First box, top of form, right side: Leave this box blank for the court's use.

Second box, right side: Print the case number in this box. This number is also stated on the documents you are serving.

Third box, right side: Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

1. You are stating that you are over the age of 18 and that you are neither a party of this action nor a protected person listed in any of the orders.
2. Print the name of the party to whom you handed the documents.
3. List the name of each document that you delivered to the party.
4. a. Write in the date that you delivered the documents to the party.
b. Write in the time of day that you delivered the documents to the party.
c. Print the address where you delivered the documents.
5. Check the box that applies to you: If you are a private person serving the documents for a party, check box "a."
6. Print your name, address, and telephone number. If applicable, include the county in which you are registered as a process server and your registration number.
7. You must check this box if you are not a California sheriff or marshal. You are stating under penalty of perjury that the information you have provided is true and correct.
8. Do not check this box unless you are a California sheriff or marshal.

Print your name, fill in the date, and sign the form.

If you need additional assistance with this form, contact the family law facilitator in your county.

Personal service is best

Check out this website for more information:

<https://www.courts.ca.gov/1185.htm>

What the **Family Law Facilitator's Office** can do for you now:

- Direct you to the proper website to complete the necessary forms
- Review your documents if you scan them to **SBFLF@sbcourts.org**. Make an appointment.
- Help you to get your documents properly filed and served
- Help you feel prepared for court



Best wishes and best of luck!

[illegible]

