

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF IMPERIAL  
939 W. Main Street  
El Centro, CA 92243**

Your name: \_\_\_\_\_

Are you the  Petitioner (P) or  Respondent (R)?

Your case number: \_\_\_\_\_

Always bring a complete copy of your court case and this check list when you come to court to discuss your case.

**CHECKLIST FOR YOUR UNIFORM PARENTAGE ACT CASE**

Please use this checklist to keep track of the many documents in your case. Court forms are available for purchase at the clerk’s window or you may print them for free from the internet at <http://www.imperial.courts.ca.gov/courtforms/courtsforms.html>. Instructions: Find the item and fill in the date of filing. \*

**START YOUR CASE:**

**BEGIN YOUR FILE**

Form name	Form #	Date filed by P	Date filed by R
Summons	FL-210		N/A
Petition and any attachments	FL-200		
Declaration under Uniform Child Custody and Jurisdiction Enforcement Act	FL-105		

**SERVE THE OTHER PARTY**

Form Name	Form#	Date filed by P	Date filed by R
Proof of Service of Summons	FL-115		N/A

**AFTER SERVICE**

Form Name	Form #	Date filed by P	Date filed by R
Request to Enter Default (If no Response within 30 days)	FL-165		N/A
Response and any attachments, forms for children as above.	FL-220	N/A	
Case Management Questionnaire & attendance at Conference	Local Form		

**FINISH YOUR CASE:**

**PREPARE YOUR JUDGMENT**

Form Name	Form #	Date filed by P	Date filed by R
Declaration for Default or Uncontested Judgment	FL-230		
Advisement and Waiver of Rights	FL-235		
Stipulation for Entry of Judgment**	FL-240		
Judgment and any attachments or Settlement Agreement**	FL-250		
Notice of Entry	FL-190		
Child Support Case Registry	FL-191		
Notice of Right and Responsibilities	FL-192		

**OR PREPARE FOR TRIAL**

Form Name	Form #	Date filed by P	Date filed by R
Trial Brief (and pay court reporter fees)	FL-08		
Income & Expense Declaration	FL-150		

\* You must serve the other party a copy of any document you file and complete a proof of service. This list is basic, you may need more forms and more steps. If you need support, visitation, or other orders while your case is open, you may file a Request for Order.

\*\* If applicable.