

WORKSHEET: Divorce/Dissolution of Marriage Orientation Homework Packet (Workshop 1 of 3)

DO NOT FILE THIS WORKSHEET WITH THE COURT

This is important information you will need to fill out your legal forms. This packet will help you get information you need to file or respond to a Divorce/Dissolution of Marriage case

CHECKLIST of what you will need to have (if applicable):

- A copy of your tax returns from the past two years (if filed)
(Please black out ALL social security numbers and any bank account/routing numbers)
- Your paystubs from the past two months
- Documents related to any Real Property (i.e., house, land, etc.) owned by you or your spouse: Lot/Parcel number, the deed, legal description and mortgage statements
- Documents related to your Pension/ 401K/ Retirement accounts: Recent statements, Plan number/account number and values for any retirement/pension plans

Identifying information for your property:

1. License plate or VIN numbers for all vehicles
2. Last four digits of any Checking, Savings, or Credit Union Accounts
3. Plan number/account number for life insurance plans that have a cash-out value
4. All information regarding stocks/bonds

YOUR INFORMATION

Name: _____

Other legal names: _____

Address: _____

Phone Number: _____

Have you or your spouse lived in California for 6 months? YES NO

Have you or your spouse lived in Los Angeles County for at least 3 months? YES NO

(If no, you may need to file in a different county)

Superior Court of California, County of Los Angeles

INFORMATION ABOUT YOUR SPOUSE

Name: _____

Other legal names: _____

Address: _____

I do not know where s/he lives and do not have any way of finding out my spouse's current address

Is your spouse in the military? YES NO

If the other party is the military, you must let the court know- there are special laws that protect active-duty members from having a default entered against them.

OTHER CASES OPEN

Are you or your spouse involved in any other legal cases such as bankruptcy, personal injury lawsuit, or previous divorce case? If yes, please describe and list the case number:

BANKRUPTCY CASE(S)

Have you or your spouse opened or plan to open a bankruptcy case YES NO
If yes, what is the case number? _____

RESTRAINING ORDERS ***Please bring copies of any Restraining Orders with you to the next workshop***

Have you asked for a Restraining Order against your spouse? YES NO
If yes, what is the case number? _____

Has your spouse asked for a Restraining Order against you? YES NO
If yes, what is the case number? _____

IMPORTANT DATES

On what date did you and your spouse get married? ____ / ____ / ____

On what date did you and your spouse separate? ____ / ____ / ____

When one spouse communicated to the other that they no longer wanted to be married and did not get back together.

Superior Court of California, County of Los Angeles

TYPES OF CASES

- Dissolution (Divorce)
 - Summary Dissolution (Joint Dissolution, available only in certain cases)
- Legal Separation
- Nullity- speak with us about possible grounds for a nullity if you think this applies to you.

DO YOU NEED A FEE WAIVER? YES NO

Are you receiving public assistance? YES NO

If yes, (Check all that apply) CalWORKs GR SSI CalFresh Medi-Cal, Other: _____

The cost to file for divorce or respond to a divorce is \$435. However, you may ask the court to waive this fee by filing a request for fee waiver.

SPOUSAL SUPPORT

Do you want to ask for spousal support? YES NO RESERVE

Do you want to pay the other party spousal support? YES NO RESERVE

If you were married for more than 10 years, you probably will not be able to prevent the other party from having the ability to request support in the future. Just because someone can request spousal support, it does not necessarily mean the judge will grant it. The judge will look at the facts of the case.

NAME RESTORATION:

I changed/asked to change my maiden name and want it restored. YES NO

If yes, what is your maiden/ previous name? _____

FINANCIAL INFORMATION

To complete your paperwork when you return to the Resource Center, you must gather the following information:

YOUR INCOME: (Current or most recent job information)

Occupation/title: _____

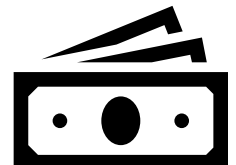
Name of Employer: _____

Address where you work: _____

Start date: _____

End date: _____

How many hours do you work per week? _____



How much and how often are you paid? (pick one and indicate)

Hourly: \$_____ Weekly: \$_____ Bi-weekly: \$_____ By job/project: \$_____

Superior Court of California, County of Los Angeles

YOUR SPOUSE'S INCOME:

Does your spouse work? YES NO

If your spouse works, how much do they get paid? _____

How do you know this? _____

INVESTMENT INCOME:

	Last Month	Average Monthly for the last year
Dividends/Interest		
Rental Property Income		
Trust Income		

DEDUCTIONS:

\$ _____ Medical, hospital, dental health premiums paid by you

\$ _____ Required retirement (NOT social security, FICA, 401k)

\$ _____ Required union dues

\$ _____ Necessary non-reimbursed job-related expenses

\$ _____ Spousal support ordered from other marriages

\$ _____ Child support for children from other relationships

MONTHLY EXPENSES

The expenses listed here are: Estimated Actual Proposed Needs

\$ _____ Rent or Mortgage (Also, note any monthly renter's insurance or repair costs)

\$ _____ Health Costs not covered by Insurance (Co-pays/out-of-pocket)

\$ _____ Child Care

\$ _____ Groceries and Household Items (If you receive food stamps, how much do you receive? \$ _____)

\$ _____ Eating Out

\$ _____ Utilities (gas _____, electric _____, water _____, trash _____)

\$ _____ Telephone, cell phone, email

\$ _____ Laundry and cleaning supplies

\$ _____ Clothes

\$ _____ Education

\$ _____ Entertainment, gifts, vacation

\$ _____ Auto/transportation (car insurance _____, gas _____, repairs _____, bus _____)

\$ _____ Insurance (Life or accident- NOT car, health, or home)

\$ _____ Savings and Investment

\$ _____ Charitable Contributions

MONTHLY EXPENSES FOR YOUR MINOR CHILD(REN) (If applicable):

\$ _____ Childcare expenses (so that you can get a job or train for a job)?

Superior Court of California, County of Los Angeles

\$ _____ Medical expenses not covered by insurance (e.g., co-pays)?

\$ _____ Travel expenses for visitation?

\$ _____ Educational or other special expenses?

Do you have health insurance available for the minor child(ren) through your job?

YES

NO

NO, but child(ren) receive(s) Medi-Cal

Insurance Company Name and Address: _____

Monthly Cost for minor child(ren)'s insurance (is or would be): \$ _____

OTHER CURRENT MONTHLY EXPENSES (Credit card debts, car payments, etc.):

TYPE OF EXPENSE	MONTHLY PAYMENT	BALANCE OWED	DATE OF MOST RECENT PAYMENT
Car Loan	\$		
Credit Card (Name of Card): _____	\$		
Credit Card (Name of Card): _____	\$		
Medical Bill (Name of Creditor): _____	\$		
Student Loan (Name of Loan Company): _____	\$		
Other: _____	\$		
Other: _____	\$		

Is someone else helping you pay these expenses? YES NO

If yes, who? _____ How much do they pay? _____

Superior Court of California, County of Los Angeles

AVERAGE EARNED INCOME

For each of the last 12 months, write the amount of money (before taxes or deductions) that you received in each income category.

BRING YOUR PAYSTUBS FROM THE LAST TWO MONTHS or evidence of other income.

	Salary/ Wages from a job (before taxes and deductions)	Public Assistance (TANF, SSI, GA/GR)	Disability (Social Security, State Disability, Private Insurance)	Unemployment	Worker's Compensation	Self-Employment	Other (Overtime bonuses, pension, etc): _____
Last Month (month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
(month/ year) ____ / ____							
TOTAL							
AVERAGE* (*Divide TOTAL by 12)							

*TO GET YOUR AVERAGE INCOME, DIVIDE TOTAL (in each category) by 12

COMMUNITY AND SEPARATE PROPERTY

FOR ALL THE PROPERTY INCLUDED IN THE FOLLOWING PAGES, YOU WILL NEED TO DO THE FOLLOWING:

1. Identify the assets/debts in your case (this is the “property” in your case)
2. Decide whether the property is “community property” or “separate property”

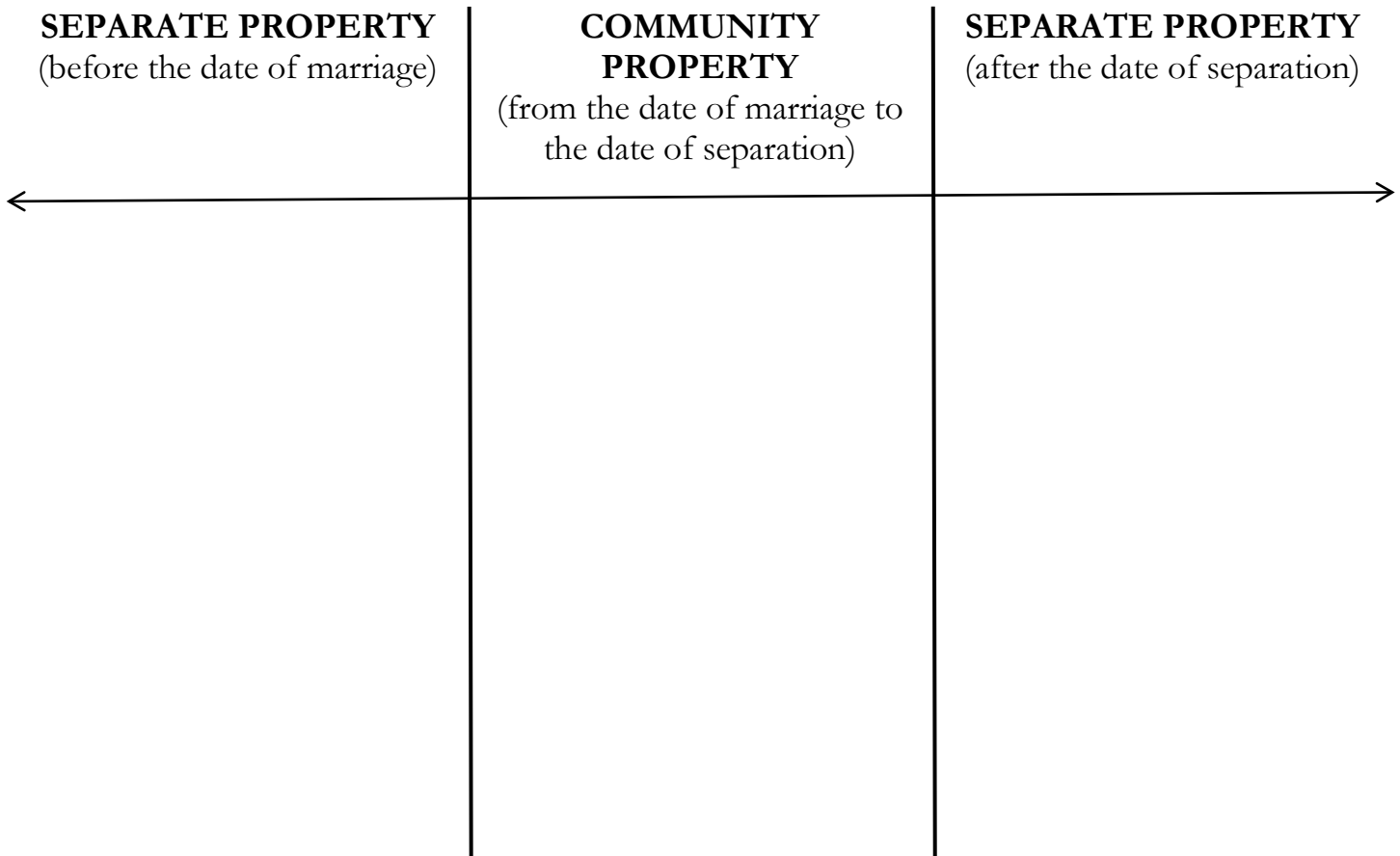
Propose how you want to divide the property (which party will keep the asset and/or be responsible for the debt?)

DATE OF MARRIAGE

____ / ____ / ____

DATE OF SEPARATION

____ / ____ / ____



When deciding what type of property is in your case, remember:

Everything acquired (assets and debts) from the date you were legally married to the date of separation is considered **COMMUNITY PROPERTY** that belongs to both you and your spouse. It does not matter whose name is on title, the account, the credit card, etc.

Everything (assets and debts) that you or your spouse acquired either before the marriage or after the date of separation, as well as any gifts and inheritances received by either of you at any time, is considered **SEPARATE PROPERTY** that belongs to *either* you *or* your spouse (not *both*).

HOUSE OR REAL PROPERTY

Lot number: _____

Parcel/ Tract number: _____

Address: _____

What is the Fair Market Value (FMV): \$ _____

How much do you owe on the Mortgage? \$ _____

Date purchased? ____ / ____ / ____



THIS HOUSE IS ... (Check all that apply)

- Community Property
- My separate Property
- My spouse's separate property

What do you want to do with the house? (Check one)

- I will keep it
- My spouse will keep it
- We will sell it and divide the profits
- One of us will live in it and when sold, divide the profits

CAR / OTHER VEHICLES

If you do not know the value, you can use Kelly Blue Book (**Kbb.com**) to find out how much your cars are worth.

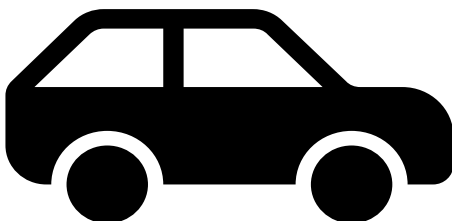
CAR #1	
YEAR	
MAKE	
MODEL	
LICENSE PLATE/VIN	#
DATE PURCHASED	____ / ____ / ____
VALUE	\$
AMOUNT STILL OWED	\$

THIS CAR IS ... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property

What do you want to do with the car? (Check one)

- I will keep it
- My spouse will keep it
- We will sell it and divide the profits (if any)



Superior Court of California, County of Los Angeles

CAR #2	
YEAR	
MAKE	
MODEL	
LICENSE PLATE/VIN	#
DATE PURCHASED	____ / ____ / ____
VALUE	\$
AMOUNT STILL OWED	\$

THIS CAR IS ... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property



What do you want to do with the car? (Check one)

- I will keep it
- My spouse will keep it
- We will sell it and divide the profits (if any)

CAR #3	
YEAR	
MAKE	
MODEL	
LICENSE PLATE/ VIN	#
DATE PURCHASED	____ / ____ / ____
VALUE	\$
AMOUNT STILL OWED	\$

THIS CAR IS ... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property

What do you want to do with the car? (Check one)

- I will keep it
- My spouse will keep it
- We will sell it and divide the profits (if any)



CHECKING, SAVINGS, AND/OR CREDIT UNION ACCOUNTS

ACCOUNT #1: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> CREDIT UNION (check one)	
NAME OF BANK	
LAST 4 DIGITS OF ACCOUNT NUMBER	#
CURRENT BALANCE	\$
WAS THERE MONEY IN THE ACCOUNT BEFORE THE DATE OF SEPARATION?	YES NO
DATE OF MOST RECENT DEPOSIT	____ / ____ / ____

THIS ACCOUNT IS... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property
- Both separate and Community

What do you want to do with the money in the account? (Check one)

- I will keep it My spouse will keep it We will divide it

ACCOUNT #2: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> CREDIT UNION (check one)	
NAME OF BANK	
LAST 4 DIGITS OF ACCOUNT NUMBER	#
CURRENT BALANCE	\$
WAS THERE MONEY IN THE ACCOUNT BEFORE THE DATE OF SEPARATION?	YES NO
DATE OF MOST RECENT DEPOSIT	____ / ____ / ____

THIS ACCOUNT IS... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property
- Both separate and Community

What do you want to do with the money in the account? (Check one)

- I will keep it My spouse will keep it We will divide it

PENSION/ RETIREMENT/ 401K

List the name of the employer that the retirement is through. Also, bring the name of the company that holds the account, any values, and dates the values were acquired.

YOUR RETIREMENT (401K/403B) OR PENSION PLAN	
EMPLOYER'S NAME	
NAME OF RETIREMENT ACCOUNT/ACCOUNT NUMBER	#
TOTAL VALUE	\$
WHEN DID YOU OR YOUR EMPLOYER START PUTTING MONEY IN THIS PLAN?	DATE: ____/____/____
TOTAL EARNED BEFORE MARRIAGE OR AFTER SEPARATION	\$
TOTAL EARNED DURING MARRIAGE	\$

THIS ACCOUNT IS... (Check all that apply)

- Community property
- My separate property
- Both separate and Community



What do you want to do with the money in the account? (Check one)

- I will keep it
- My spouse will keep it
- We will divide it

YOUR SPOUSE'S RETIREMENT (401K/403B) OR PENSION PLAN	
EMPLOYER'S NAME	
NAME OF RETIREMENT ACCOUNT/ACCOUNT NUMBER	#
TOTAL VALUE	\$
WHEN DID YOUR SPOUSE OR YOUR SPOUSE'S EMPLOYER START PUTTING MONEY IN THIS PLAN?	DATE: ____/____/____
TOTAL EARNED BEFORE MARRIAGE OR AFTER SEPARATION	\$
TOTAL EARNED DURING MARRIAGE	\$

THIS ACCOUNT IS... (Check all that apply)

- Community property
- My spouse's separate property
- Both separate and Community

What do you want to do with the money in the account? (Check one)

- I will keep it
- My spouse will keep it
- We will divide it

OTHER PROPERTY

LIST THE FOLLOWING ITEMS HERE:

- Businesses
- Household Furniture
- Art, Jewelry, Collectibles
- Investments
- Patents or Copyrights
- Appliances and Electronics
- Life Insurance Policy with a Cash Out Value
- Cash

For all property list the current market value – i.e. how much would it be worth if you were to sell it at a garage sale, on eBay, or on Craigslist etc. Also indicate WHEN each item was purchased.

NAME OF ASSET (include any account names/numbers)	VALUE	DATE PURCHASED OR ACQUIRED	TYPE OF PROPERTY (check one)	What do you want to do with it? (who keeps it)
	\$		<input type="checkbox"/> Community Property <input type="checkbox"/> My Separate Property <input type="checkbox"/> Other party's separate property <input type="checkbox"/> Mixed Property	
	\$		<input type="checkbox"/> Community Property <input type="checkbox"/> My Separate Property <input type="checkbox"/> Other party's separate property <input type="checkbox"/> Mixed Property	
	\$		<input type="checkbox"/> Community Property <input type="checkbox"/> My Separate Property <input type="checkbox"/> Other party's separate property <input type="checkbox"/> Mixed Property	
	\$		<input type="checkbox"/> Community Property <input type="checkbox"/> My Separate Property <input type="checkbox"/> Other party's separate property <input type="checkbox"/> Mixed Property	
	\$		<input type="checkbox"/> Community Property <input type="checkbox"/> My Separate Property <input type="checkbox"/> Other party's separate property <input type="checkbox"/> Mixed Property	
	\$		<input type="checkbox"/> Community Property <input type="checkbox"/> My Separate Property <input type="checkbox"/> Other party's separate property <input type="checkbox"/> Mixed Property	

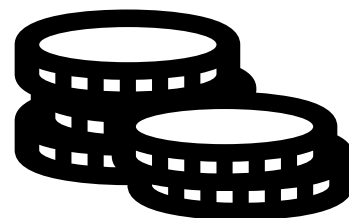
CREDIT CARDS

List the name of the banks or creditors and **the last four digits** of the account numbers.

CREDIT CARD #1	
TYPE OF CARD	
LAST 4 DIGITS OF ACCOUNT NUMBER	#
CURRENT BALANCE	\$
WHEN WAS THIS DEBT ACQUIRED?	____ / ____ / ____

THIS CREDIT CARD DEBT IS... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property
- Both separate and Community



What do you want to do with the debt?

- I will pay it
- My spouse will pay it
- We will divide it

CREDIT CARD #2	
TYPE OF CARD	
LAST 4 DIGITS OF ACCOUNT NUMBER	#
CURRENT BALANCE	\$
WHEN WAS THIS DEBT ACQUIRED?	____ / ____ / ____

THIS CREDIT CARD DEBT IS... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property
- Both separate and Community

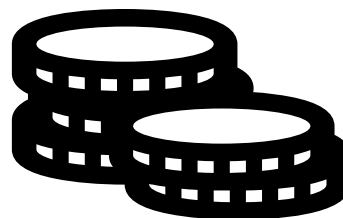
What do you want to do with the debt?

- I will pay it
- My spouse will pay it
- We will divide it

CREDIT CARD #3	
TYPE OF CARD	
LAST 4 DIGITS OF ACCOUNT NUMBER	#
CURRENT BALANCE	\$
WHEN WAS THIS DEBT ACQUIRED?	____ / ____ / ____

THIS CREDIT CARD DEBT... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property
- Both separate and Community



What do you want to do with the debt?

- I will pay it
- My spouse will pay it
- We will divide it

CREDIT CARD #4	
TYPE OF CARD	
LAST 4 DIGITS OF ACCOUNT NUMBER	#
CURRENT BALANCE	\$
WHEN WAS THIS DEBT ACQUIRED?	____ / ____ / ____

THIS CREDIT CARD DEBT... (Check all that apply)

- Community property
- My separate property
- My spouse's separate property
- Both separate and Community

What do you want to do with the debt?

- I will pay it
- My spouse will pay it
- We will divide it

OTHER DEBTS

Remember - You are required to disclose debts as well as assets.

- Personal Loans
- Debts to Landlord
- IRS Back Taxes (list year & amount owed)
- Student Loans (list the school, year you acquired the debt, and amount owed)
- Medical Bills
- Lines of Credit
- Car Leases

NAME OF DEBT (Include, for example, the year(s), account names, and numbers)	AMOUNT OWED	DATE ACQUIRED DEBT	COM/SEP/BOTH	What do you want to do with it? (who pays it)
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		
	\$	____/____/____		

NOTE

If there are minor children (under age 18) of the marriage, please continue to the next page.

If there are no minor children (under age 18) of the marriage, then you can skip pages 17 and 18.

Superior Court of California, County of Los Angeles

Information about Minor Children of the Marriage

Names of minor children	Date of Birth	Place of Birth (City and State)
1.		
2.		
3.		
4.		

ADDRESS WHERE THE CHILDREN LIVE/LIVED:

List any prior addresses for the children for the PAST FIVE YEARS in reverse chronological order.

Address	Who do they live/lived with?	What date(s) did the child live at this address with the person(s) identified in column 2?
Current Address	<input type="checkbox"/> With me <input type="checkbox"/> My spouse <input type="checkbox"/> Both of us <input type="checkbox"/> Another person	From ___ / ___ / ___ to present
City, State	<input type="checkbox"/> With me <input type="checkbox"/> My spouse <input type="checkbox"/> Both of us <input type="checkbox"/> Another person	From _____ to _____
City, State	<input type="checkbox"/> With me <input type="checkbox"/> My spouse <input type="checkbox"/> Both of us <input type="checkbox"/> Another person	From _____ to _____
City, State	<input type="checkbox"/> With me <input type="checkbox"/> My spouse <input type="checkbox"/> Both of us <input type="checkbox"/> Another person	From _____ to _____

OTHER CASES INVOLVING CHILDREN:

Are there any other court cases pending that involve your minor children? (check one) YES NO

If yes, what are those cases? _____

If there are any other cases involving you and your spouse or the children, please bring that information with you.

Are you and the children protected by any orders (for example, a Restraining Order)?

(check one) YES NO If yes, what is the case number? _____

CUSTODY AND VISITATION

LEGAL CUSTODY

Who do you think should make medical, education, and other decisions for your child(ren)?

- Me (Sole) My Spouse (Sole) My Spouse and I Together (Joint)

PHYSICAL CUSTODY

With whom do you think your child(ren) should spend significant periods of time?

- Me (Sole) My Spouse (Sole) My Spouse and I Together (Joint)

PARENTING TIME (VISITATION)

1. Who will have visitation with the children? Me My Spouse

2. What type of visitation? (Check one only)

- Reasonable visitation – no schedule (NOT recommended in cases involving domestic violence)
 Specific visitation schedule
 Supervised visitation
 No visitation (If worried that children will not be safe with other parent)

Specific schedule:

(Write down the visitation schedule you would like for yourself or the other party, including the days and times for pick-ups and drop-offs. For example, visitation will be every weekend starting Friday at 6:00p.m. to Sunday at 7:00 p.m.)

Will a Holiday Schedule be attached? (check one) YES NO

OPTIONAL – Specify who will pick up and drop off the children for visitation (check one):

- ME MY SPOUSE SOMEONE ELSE

OPTIONAL - Specify where the drop-offs and pick-ups will take place for visitation (Location/Address):

***** CHILD SUPPORT WITH MINOR CHILDREN*****

If you and your spouse have children under age 18 (or who are 18 and still full-time students in high school), the Court can make orders for child support. To calculate child support, the Court will look at your income, your spouse’s income and the amount of visitation you each have with each child. The Court can use either actual income, or imputed income.

NEXT STEPS

After attending the **Divorce/Dissolution of Marriage Orientation Workshop (Part 1 of 3)**,

YOU HAVE TWO OPTIONS:

OPTION 1:

Make an appointment for the **Divorce/Dissolution of Marriage Workshop (Part 2 of 3)** by calling our Self-Help Phone Line at (213) 830-0845 to receive assistance from our center with filling out your forms.
(more information below).

OPTION 2:

Complete your forms on your own at your own pace.
(more information below).

Requirements for Workshop #2:

- Attend Workshop #1
- Complete this Orientation Homework packet
- Gather required documents (listed on pg. 1)
- Workshop #2 is only available online or by phone

OPTION 2A:

Fill out your court forms on your own using an online forms builder program called [Guide & File Program](#), download and print the forms.
Step-by-step instructions on pages 20 – 21.

OR

OPTION 2B:

Fill out your court forms on your own using an online forms builder program called [Law Help Interactive](#), download and print the forms.
Step-by-step instructions on pages 22-27.

OR

OPTION 2C:

Search each individual court form on the [California Courts website](#), fill out each form on your own and print.
Instructions on pages 28-30.

(NOT REQUIRED)

You may choose to create an account and complete the [Law Help Interactive](#) program before Workshop #2 so that your appointment goes quicker the day of. Be sure to save your:

USERNAME: _____

PASSWORD: _____

OPTION 2A:

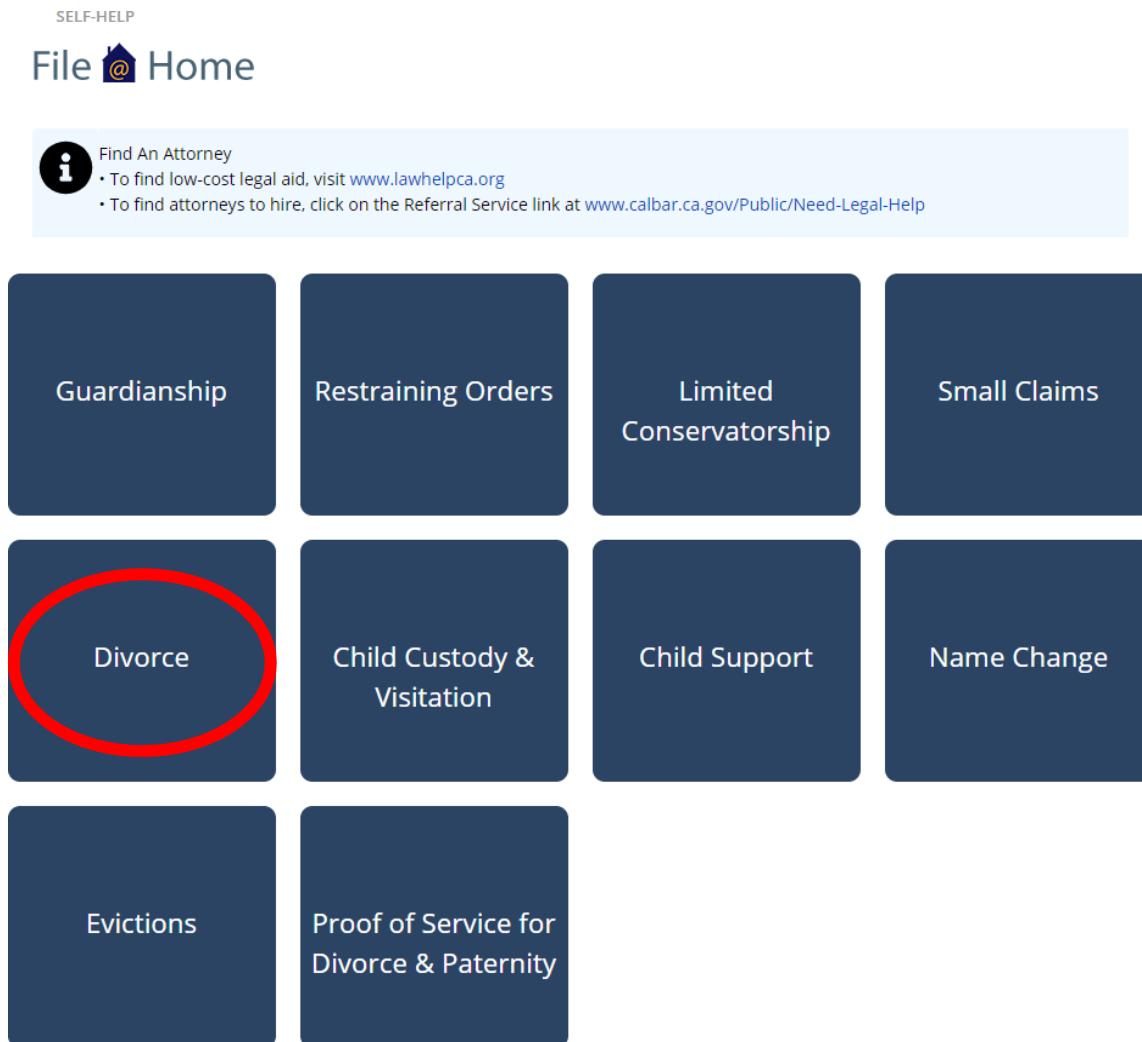
USE THE **GUIDE & FILE** PROGRAM TO COMPLETE YOUR FORMS*

**available for Petitioners and Respondents*

STEP 1: Go to www.lacourt.org, scroll down and look for the File at Home icon on the left-hand side. Please note the program works best using the Google Chrome browser.



STEP 2: Click on the icon and you will see tiles. Click on the one that says "Divorce."



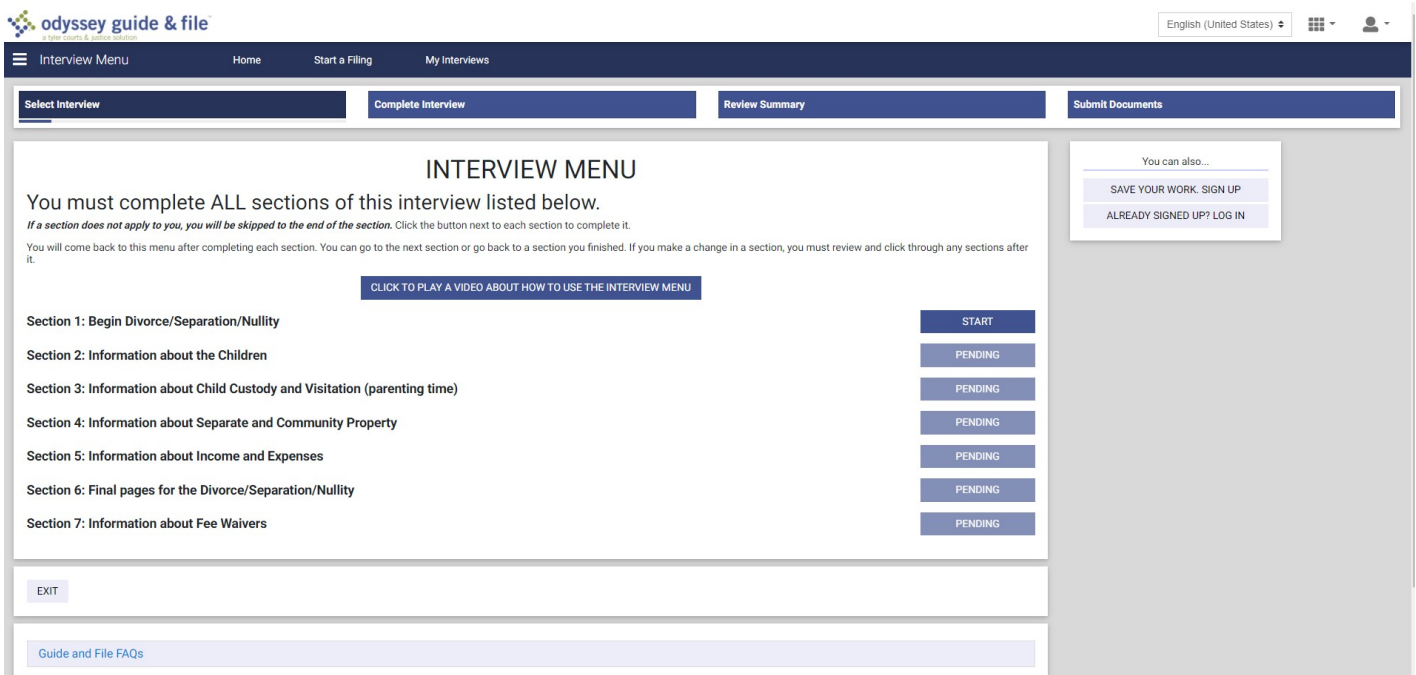
Superior Court of California, County of Los Angeles

STEP 3: When you click on the tile, a new window will open. Click on the “Open Divorce Interview” tile *for Petitioners* or the “Open Response to Divorce Interview” tile *for Respondents*.

Divorce



STEP 4: The program provides video instructions about how to use the interviews and generate documents. You may want to sign up to save your work.



OPTION 2B:

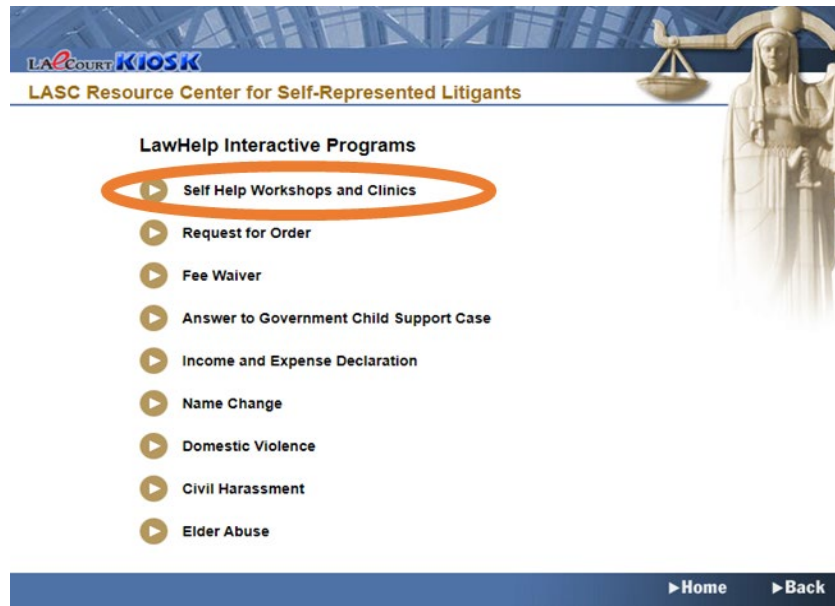
USE LAW HELP INTERACTIVE TO FILL OUT FORMS AND PRINT.

STEP 1: Go to www.google.com, search “SELF HELP KIOSK,” and click on search result “SELF HELP – LA COURT” OR go directly to <http://www.lacourt.org/laselfhelp/UI/index.aspx?model=1>

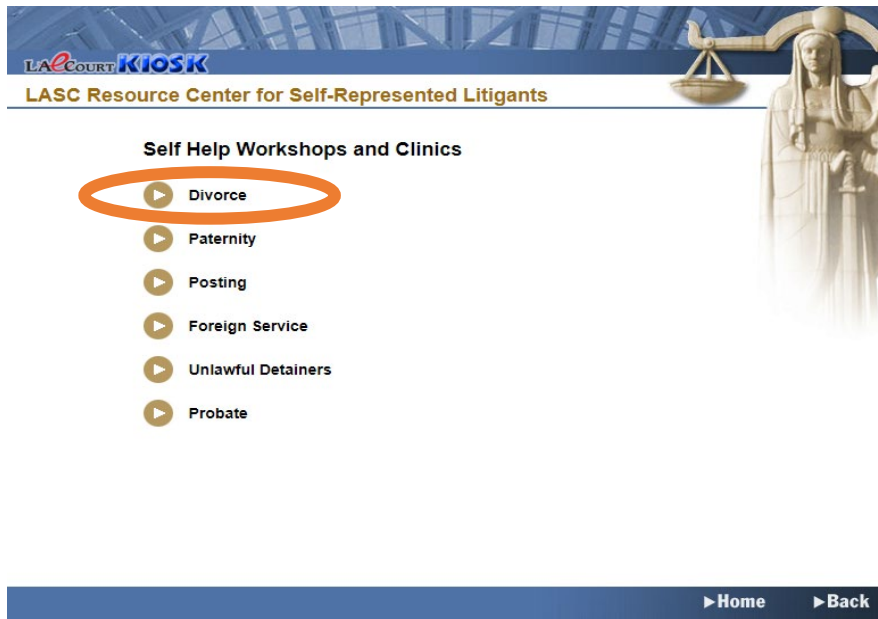
STEP 2: Click on “LawHelp Interactive Programs”



STEP 3: Click on “Self Help Workshops and Clinics”



STEP 4: Click on “Divorce”



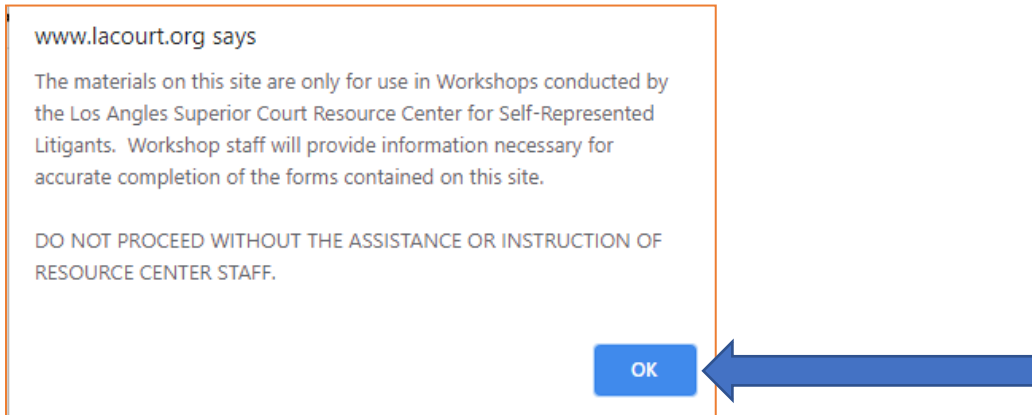
STEP 5: **PLEASE READ THE FOLLOWING CAREFULLY**

- If you are filing a Petition (starting new case), click on “**Divorce Orientation Workshop Series for Petitioner**” (option in front of the yellow arrow)
- If you are filing a Response, click on “**Divorce Workshop for Respondents**” (option in front of the blue arrow)

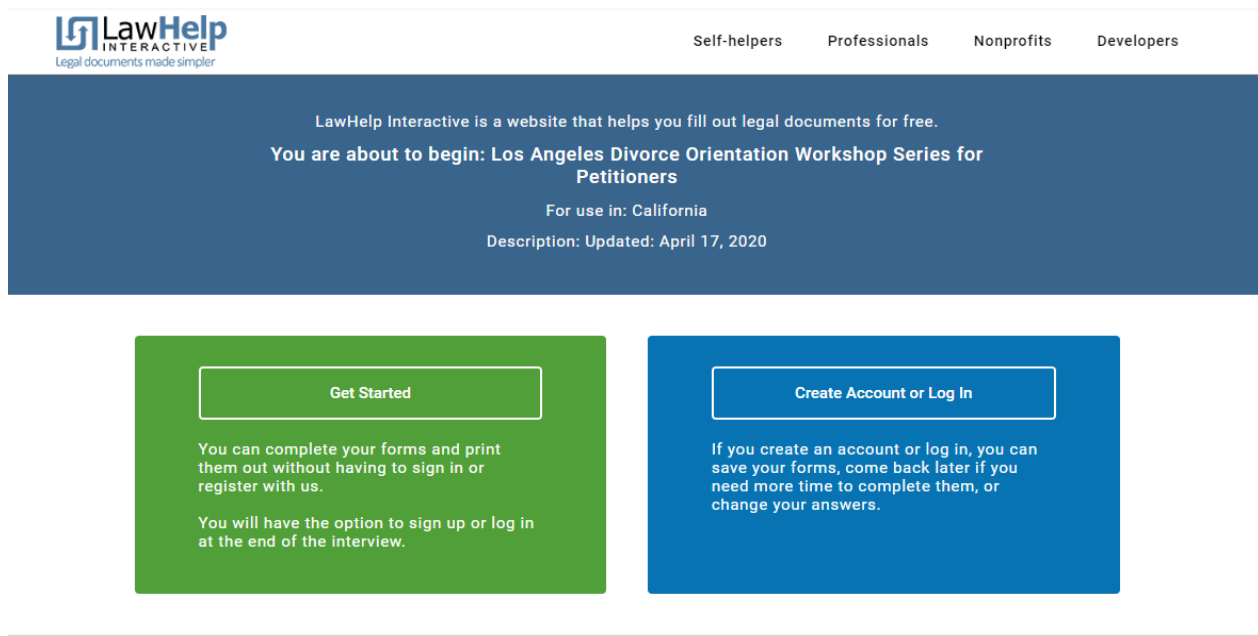


*****THE FOLLOWING STEPS WILL BE THE SAME WHETHER YOU ARE FILING A PETITION OR RESPONSE*****

STEP 6: You will see the following pop up, click on **OK > START**



STEP 7: Click on **“Create Account or Log In”** (the blue button)



Superior Court of California, County of Los Angeles

STEP 8: Under Sign Up, put your state, first name, last name, email, create a username, password, click on a security questions, provide an answer, check of the box next to terms and conditions, and click on Create Account

*****Make sure you write down your username and password for future purposes*****

The screenshot shows the LawHelp Interactive website interface. At the top, it says "powered by prebono.net" and "Log in English". The main navigation includes "Self-helpers", "Professionals", "Nonprofits", and "Developers". The "Log In" section has fields for "* Username" and "* Password", a "Submit" button, and a "Forgot Password?" link. The "Sign Up" section has fields for "* Select an Account Type" (with a dropdown arrow and a note "Which type should I pick?"), "* Select State" (with a dropdown arrow), "* First Name", "* Last Name", "* Email Address", "* Username", "* Password", "* Re-Type Password" (with a "Password rules" link), and "* Select a Security Question" (with a dropdown arrow) and "* Answer". Below the sign up form is a video player for "Watch the LawHelp Interactive (LHI) intro video." with "Watch later" and "Share" buttons.

STEP 9: Click on "Get Started"

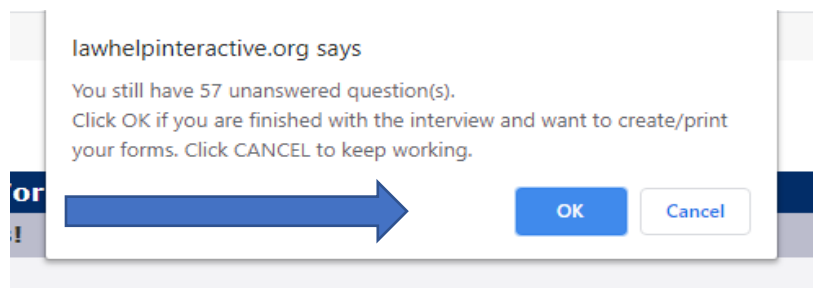
The screenshot shows the LawHelp Interactive website's "Get Started" page. The header includes the LawHelp Interactive logo and navigation links for "My Answers", "Connect", and "Account Information". The main content area has a blue background with the text: "LawHelp Interactive is a website that helps you fill out legal documents for free. You are about to begin: Los Angeles Divorce Orientation Workshop Series for Petitioners. For use in: California. Description: Updated: April 17, 2020". Below this is a green background with the text: "Important! If your session is inactive for more than 2 hours, it will end. Be sure to save your answers and log out when you finish working." At the bottom of the green area is a "Get Started" button with a blue arrow pointing to it. Below the green area, there is a note: "You can use one of the answer files below to autofill the new form. Click the file name of the answers you want to use and the new form will open with as many answers prefilled as possible."

Superior Court of California, County of Los Angeles

STEP 10: Using this completed ticket, answer all the questions until you reach the “Congratulations” tab, then click **FINISH** on the bottom right corner.



STEP 11: You will see a Pop up indicating that you have unanswered questions, DO NOT BE ALARMED, click **OK**



Superior Court of California, County of Los Angeles

STEP 12: Click on **Save Your Answers**, insert your first and last name on the top line then click Save Answers

The screenshot shows the LawHelp Interactive website interface. At the top, it says "powered by probono.net" and "English". The navigation menu includes "Self-helpers", "Professionals", "Nonprofits", "Developers", and a "Find Forms" button. The main content area displays the title "Los Angeles Divorce Orientation Workshop Series for Petitioners" and asks "What would you like to do now? Use the buttons below." A red warning message states: "Important! Your answers have not been saved. If you want to save your answers, first please login or create a new account by clicking on the 'Save Your Answers' button and then follow the steps below." Below this are four buttons: "Download Your Form(s)", "Edit Your Answers", "Save Your Answers", and "Email Your Form(s)". A black arrow points to the "Save Your Answers" button. To the right, a blue "Quick Tips" box contains information about account registration and document storage. A "Clear Data" button is also visible.

STEP 13: Then click on **Download Your Forms**

This screenshot is identical to the previous one, showing the same website interface. However, a black arrow now points to the "Download Your Form(s)" button, indicating the next step in the process.

STEP 14: Now that you have downloaded your forms, **print and review them.**

OPTION 2C:

SEARCH THE FORMS AT THE CALIFORNIA COURTS WEBSITE BY FORM NUMBER AS LISTED BELOW, FILL OUT AND PRINT.

CALIFORNIA COURT FORMS WEBSITE: <https://www.courts.ca.gov/forms.htm>

IF YOU ARE A **PETITIONER** (AND STARTING A NEW CASE), COMPLETE THE “FORMS FOR DIVORCE PETITION” BELOW.

IF YOU ARE A **RESPONDENT** (AND RESPONDING TO A CASE THAT WAS ALREADY STARTED), COMPLETE THE “FORMS FOR DIVORCE RESPONSE” BELOW.

*** For instructions on how to fill out some of the Divorce forms, English only please search the following link: <https://www.courts.ca.gov/selfhelp-divorce.htm> ***

*****CONTINUE TO NEXT PAGE*****

FORMS FOR DIVORCE PETITION

- FW-001 (Fee Waiver) (if applicable)
 - Signed by Petitioner on pg. 1
- FW-003 (Order on Court Fee Waiver) (if applicable)
- FAM 020 (Family Law Case Cover Sheet)
 - Signed by Petitioner on pg. 3
- FL-110 (Summons)
- FL-100 (Petition – Marriage Domestic Partnership)
 - Signed by Petitioner on Pg. 3

******If you have children under the age of 18 with your spouse or domestic partner, fill out the following forms as well******

- FL-311 (Child Custody and Visitation Application) (if specific schedule)
 - Attach if needed: FL-312, FL-341a, FL-341b, FL-341c, FL-341d, FL-341e
- Declaration if requesting supervised/no visitation (can use MC-031 for declaration)
- FL-105/GC-120 (Declaration Under Uniforms Child Custody Jurisdiction and Enforcement Act – UCCJEA)
 - Signed by Petitioner on pg. 2

- FL-140 (Declaration of Disclosure)
 - Signed by Petitioner on pg. 1
- FL-160 (Property Declaration) (Community property)
 - Signed by Petitioner on pg. 3
- FL-160 (Property Declaration) (Separate property)
 - Signed by Petitioner on pg. 3
- FL-150 (Income and Expense)
 - Signed by Petitioner on pg. 1
 - ***Attach a copy of your paystubs for the last two months***
 - AND/OR ***A recent profit and loss statement if you are self-employed or own any rental property***
- FL-115 (Proof of Service of Summons)
 - Signed by third party who serves Respondent with copies of Petition and any applicable attachments/forms
- Forms served on Respondent
 - Conformed (filed) copies of FAM 020, FL-110, FL-100 and any applicable attachments (FL-311, FL-312, FL-341a/b/c/d/e, declaration on MC-031), FL-105, FL-140, FL-160, FL-150
 - Set of Blank Response documents for Respondent’s Copies: FL-120, FL-311, FL-105, FL-140, FL-160, FL-150. FL-335

FORMS FOR DIVORCE RESPONSE

- FW-001 (Fee Waiver) (if applicable)
 - Signed by Petitioner on pg. 1
- FW-003 (Order on Court Fee Waiver) (if applicable)
- FL-120 (Response – Marriage Domestic Partnership)
 - Signed by Respondent on pg. 3

*****If you have children under the age of 18 with your spouse or domestic partner, fill out the following forms as well*****

- FL-311 (Child Custody and Visitation Application) (if specific schedule)
 - Attach if needed: FL-312, FL-341a, FL-341b, FL-341c, FL-341d, FL-341e
- Declaration if requesting supervised/no visitation (can use MC-031 for declaration)
- FL-105/GC-120 (Declaration Under Uniforms Child Custody Jurisdiction and Enforcement Act – UCCJEA)
 - Signed by Respondent on pg. 2

- FL-140 (Declaration of Disclosure)
 - Signed by Respondent on pg. 1
- FL-160 (Property Declaration) (Community property)
 - Signed by Respondent on pg. 3
- FL-160 (Property Declaration) (Separate property)
 - Signed by Respondent on pg. 3
- FL-150 (Income and Expense)
 - Signed by Respondent on pg. 1
 - ***Attach a copy of your paystubs for the last two months***
 - AND/OR ***A recent profit and loss statement if you are self-employed or own any rental property***
- FL-335 (Proof of Service by mail)
 - Signed by third party mailing copies of Response and any applicable attachments/forms to Petitioner
- 1 Manila Envelope addressed to Petitioner’s address on Summons. Return Address is Respondent’s.
- Forms served on Petitioner
 - Conformed (filed) or nonconformed (unfiled) copies of FL-120, and any applicable attachments (FL-311, FL-312, FL-341a/b/c/d/e, declaration on MC-031), FL-105, FL-140, FL-160, FL-150