

RESPONSIVE DECLARATION

General Overview of Process

1	COMPLETE PAPERS & MAKE COPIES	<p>Complete the following forms to respond:</p> <ul style="list-style-type: none"> • FL-320 Responsive Declaration • MC-025 Declaration Form • FL-335 Proof of Service by Mail or FL-330 Proof of Personal Service <p>If the FL-300 has child custody or visitation issues you may also need:</p> <p><input type="checkbox"/> FL-311 Child Custody and Visitation Application Attachment</p> <p><input type="checkbox"/> FL-312 Child Abduction Prevention <input type="checkbox"/> FL-341(C) Children's Holiday Schedule</p> <p><input type="checkbox"/> FL-341(D) Additional Custody Provisions <input type="checkbox"/> FL-341(E) Joint Legal Custody</p> <p>If the FL-300 has child support or spousal support issues you may also need:</p> <p><input type="checkbox"/> FL-150 Income and Expense Declaration</p> <p><input type="checkbox"/> FLF Form Declaration Re: SLO Family Law Policies and Procedures Manual §2:8</p>
2	GIVE THE OTHER PARTY A COPY OF LEGAL PAPERS	<p>Someone other than you who is 18 years or older must mail a copy of the completed legal documents to the other party's mailing address. The envelope should contain a copy of the completed FL-320 Responsive Declaration and attached declaration, and if completed, a copy of the FL-150 Income and Expense Declaration. The other side must receive the documents 9 court days before the hearing. The person who mails the documents must sign, date and complete FL-335 Proof of Service by Mail.</p>
3	FILE LEGAL PAPERS & COMPLETED PROOF OF SERVICE	<p>File all original forms before your hearing. The following options exist to file your forms:</p> <p><input type="checkbox"/> eFile <input type="checkbox"/> Drop box <input type="checkbox"/> Mail <input type="checkbox"/> In Person (check your courthouse filing hours)</p> <p>If you eFile, the Court will email you a copy of the filed forms with your hearing date.</p> <p>If you use the drop box, mail or in person option, you must file the originals with 1 copy and a self-addressed stamped envelope. If you prefer that the Court email you a copy of the filed forms, then you must file only the original forms along with a completed Electronic Consent Form so the Court may email you a filed copy of your forms.</p>
4	MEDIATION IF REQUIRED	<p>If the FL-300 Request for Order is regarding child custody or visitation issue, then you must attend the mediation appointment on the date, time, and location that appears on item 6 of page 1 of the FL-300 Request for Order. If there is no mediation appointment, then you may call 706-3608 to schedule one.</p>
5	ATTEND YOUR HEARING	<p>On the day of the hearing, arrive at least 15 minutes early. When the judge first calls your name, tell the judge how much time you expect your case to take. When your case is called for the hearing part, the judge may want to ask more questions. The court may also allow each of you to question the other side if there is a dispute over some facts, such as income.</p>
6	PREPARE THE COURT ORDER	<p>The judge will generally grant or deny the request at the end of your hearing. The judge usually will order the party who requested the hearing to prepare a Findings and Order after Hearing for the judge to sign. If you are ordered to prepare the Findings and Order after Hearing, you will need a copy of the Case Summary from the hearing. You may view your Case Summary online or request a copy at the clerk's office shortly after the hearing. The Self-Help Center may help you prepare the order.</p>

WHERE TO GET HELP:

☐ **Self-Help Center:** To schedule a telephone appointment for a document review or to register for our Zoom webinar go to <https://calendly.com/self-help-center/> or call (805) 706-3617. Visit our website for more information at <https://www.slo.courts.ca.gov/self-help/family-law/request-order/respond-request-order>.

☐ **30-minute video:** View our video about the Request for Order process and forms at <https://youtu.be/4sFwys0q70>.

WHERE TO GET FORMS:

☐ **Internet:** For free, you can log onto www.courts.ca.gov/forms.htm and hover over “Rules & Forms” and then click on “Find Your Court Forms” and type in the form number or name.

☐ **Court Clerk’s Office:** For \$5, you may purchase a packet of blank forms.

COSTS INVOLVED:

Filing Fee: There is generally not a fee to file the FL-320 Responsive Declaration if you have already paid your first appearance fee of \$435 or it was previously waived. There will also be a \$30 fee if you want a court reporter present at your hearing. If you do not have a court reporter present at your hearing, you will not be able to request a transcript of your hearing in the future.

Fee Waiver: If you cannot afford to pay the fee mentioned above, you may obtain the forms to apply for a fee waiver on the internet at www.courts.ca.gov/forms.htm or at any of our Courthouses. The fee waiver forms are:

☐ [FW-001](#) Request to Waive Court Fees ☐ [FW-003](#) Order on Court Fee Waiver

THE DECLARATION IS AN IMPORTANT PART OF YOUR PAPERWORK:

The declaration is an important part of your case. Your declaration must explain all the reasons the court should grant the orders you are requesting. Your declaration is a persuasive document that provides the judge as much detail as you can give. Remember, it is the judge’s job to reach conclusions. It is your job to give the judge facts, details, dates, description of events, etc. so that the judge can consider them in making a decision. In your declaration, you must answer the question about why the judge should grant the orders you are requesting. On the day of the hearing, you may forget to tell the judge important facts. So, do your best to include in your declaration all the facts and details you want the judge to consider.

Your declaration may be up to 10 pages long, double-spaced using 12 point font. When writing or typing your declaration, keep in mind the judge will have to read this and refer to it at your hearing. Use descriptive headings for your paragraphs. This should tell the judge what the paragraph is about. You should start with the most important issue and the most recent event. When the judge is finished reading your declaration there should be no doubt about what you want, why you want it and why the judge should do what you want.

ATTACHING DOCUMENTS TO YOUR DECLARATION - EXHIBITS

Exhibits are documents that support something you are saying in your declaration. If you believe there are documents the judge should read, you may attach them to your declaration. You must properly describe the document in your declaration by stating what the document is, what exhibit number you have assigned it and why the document is important for the judge to consider. Your exhibit number will start with a P if you are the Petitioner and an R if you are the Respondent. For example:

Attached as Exhibit R1 is a true and correct copy of my paystubs for the last 3 months which show that my gross monthly income is \$1550.

ORDERS YOU MAY BE RESPONDING TO: You may only respond to requests made in the FL-300 Request for Order.

☐ **Legal Custody:** You may respond to the other party's request for legal custody. Legal custody deals with the parents' right to make the decisions regarding the child's health, education, and welfare. One or both parents can have legal custody. If both parents are making decisions about the child, it is called joint legal custody. When writing your declaration, you need to explain why it is in the child's best interest for one or both parents to make these decisions. If you are trying to modify an existing order, then you need to explain any substantial changes in circumstances that have occurred since the last order.

☐ **Physical Custody:** You may respond to the other party's request for physical custody. Physical custody deals with the days and times that the child will spend with each parent. If the child primarily lives with one parent, it is called sole physical custody. If you are requesting that both parents spend a substantial period of time with the child, it is called Joint Physical Custody. When writing your declaration, you need to explain why your proposed physical custody request is in the child's best interest. If you are trying to modify an existing order, then you need to explain any substantial changes in circumstances that have occurred since the last order.

☐ **Visitation:** You may respond to the other party's request for visitation. Visitation is the time that the child spends with the parent who does not have sole physical custody. When writing your declaration, you need to explain why the visitation schedule you want is in the child's best interest. There are several options to choose from, generally they are: (1) Reasonable Visitation (2) Specific Visitation Schedule (3) Supervised Visitation.

Reasonable visitation does not define the days and times that each parent will have physical custody of the child. A reasonable visitation court order usually works when both parents agree about the time that each will spend with the child.

A specific visitation schedule defines the days and times that each parent will have physical custody of the child. A specific visitation schedule may be necessary for parents who have a difficult time agreeing on the days and times that each parent will spend with the child.

Supervised Visitation requires that a responsible adult be present during any visitation times with the child. A supervised visitation order may be necessary if there are reasonable concerns that a parent may harm the child if left alone.

☐ **Prevent Child Abduction:** You may respond to the other party's request for child abduction prevention orders. When writing your declaration, you need to explain why the requested orders are not necessary.

☐ **Child Support:** You may respond to the other party's request regarding child support. Both parents are required to financially support the minor child. Child support is the amount of money that one parent pays to the other to equalize the financial responsibility. The amount of child support is arrived by inputting several numbers into a formula. The main factors are: (1) each parent's gross monthly income and (2) percentage of time that is spent with the child. When writing your declaration, you must address each of these factors. The judge needs to know what you are claiming each of these numbers is and how you arrived at those numbers. Other facts that may be discussed in your declaration are: (1) the other parent's ability to earn income (2) the number of other biological children living with you (3) the amount of childcare costs per month (4) the amount of property taxes and mortgage interest paid per month and (5) the amount paid per month for health insurance premiums. You may attach any supporting documentation to your declaration as exhibits. The Self-Help Center / Family Law Facilitator may help you calculate the amount of child support, or you may go to <https://childsupport.ca.gov/guideline-calculator/> to calculate the child support amount.

☐ **Spousal Support:** You may respond to the other party's request regarding spousal support. The judge will consider several factors before deciding whether to award spousal support, the amount of spousal support and the length of time that spousal support will be received. Some of the factors the judge will consider when requesting temporary spousal support are: (1) Spouse's ability to pay spousal support; (2) Other spouse's need to receive spousal support; (3) Standard of living during your marriage and (4) Domestic Violence.

When writing your declaration, you must address each of these factors. The judge needs to know what you think your spouse's income is and how you arrived at that number. In addition, your declaration must give details that describe your standard of living during the marriage which may include the number and kinds of vacations you took together, the kind of home you lived in, the kind of cars you owned, etc.

Other factors that you may include in your declaration are the following:

(1) Length of marriage; (2) Age and health of each spouse; (3) How much income each spouse can earn on their own; (4) What the expenses of each spouse are; (5) The history of the way the couple handled money during the marriage; (6) Whether having a job would make it too hard to take care of the children; (7) Whether one spouse helped the other get an education, training, career, or professional license; (8) Whether one spouse's career was affected by unemployment, or by taking care of the children or home.

☐ **Attorney's Fees and Costs:** You may respond to the other party's request for attorney's fees and costs. The judge has discretion to grant or deny this request. When writing your declaration, you must establish in sufficient detail the financial ability of each party to pay attorney's fees and costs.

☐ **Property Restraint:** You may respond to the other party's request for property restraint. When writing your declaration, you must describe why this order is not necessary.

☐ **Property Control:** You may respond to the other party's request for property control. Your declaration must describe why this order is not necessary.

☐ **Other Relief:** You may respond to the other party's request for other relief. Your declaration must describe why this order is not necessary.

PARTY WITHOUT ATTORNEY OR ATTORNEY: STATE BAR NO.: NAME: Pat Sample FIRM NAME: STREET ADDRESS: 1234 Main Street CITY: San Luis Obispo STATE: CA ZIP CODE: 93408 TELEPHONE NO.: (805) 555-1234 FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): Petitioner Self-Represented	FOR COURT USE ONLY	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Luis Obispo STREET ADDRESS: 1035 Palm Street, Room 385 MAILING ADDRESS: CITY AND ZIP CODE: San Luis Obispo, CA 93408 BRANCH NAME:	CASE NUMBER: FL070572	
PETITIONER: Pat Sample RESPONDENT: Sam Sample OTHER PARENT/PARTY:		
RESPONSIVE DECLARATION TO REQUEST FOR ORDER		
HEARING DATE: 5/15/2025	TIME: 8:30 am	DEPARTMENT OR ROOM: Dept. 11

Read *Information Sheet: Responsive Declaration to Request for Order (form FL-320-INFO)* for more information about this form.

1. ☐ **RESTRAINING ORDER INFORMATION**
 - a. ☐ No domestic violence restraining/protective orders are now in effect between the parties in this case.
 - b. ☐ I agree that one or more domestic violence restraining/protective orders are now in effect between the parties in this case.

2. ☒ **CHILD CUSTODY**
 - ☒ **VISITATION (PARENTING TIME)**
 - a. ☐ I consent to the order requested for child custody (legal and physical custody)
 - b. ☐ I consent to the order requested for visitation (parenting time).
 - c. ☒ I do not consent to the order requested for ☒ child custody ☒ visitation (parenting time)
☒ but I consent to the following order:
 Please see Child Custody and Visitation (Parenting Time)
 Application Attachment FL-311

3. ☐ **CHILD SUPPORT**
 - a. I have completed and filed a current *Income and Expense Declaration (form FL-150)* or, if eligible, a current *Financial Statement (Simplified) (form FL-155)* to support my responsive declaration.
 - b. ☐ I consent to the order requested.
 - c. ☐ I consent to guideline support.
 - d. ☐ I do not consent to the order requested ☐ but I consent to the following order:

4. ☐ **SPOUSAL OR DOMESTIC PARTNER SUPPORT**
 - a. I have completed and filed a current *Income and Expense Declaration (form FL-150)* to support my responsive declaration.
 - b. ☐ I consent to the order requested.
 - c. ☐ I do not consent to the order requested ☐ but I consent to the following order:

PETITIONER: Pat Sample RESPONDENT: Sam Sample OTHER PARENT/PARTY:	CASE NUMBER: FL070572
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5. ☐ PROPERTY CONTROL

- a. ☐ I consent to the order requested.
 b. ☐ I do not consent to the order requested ☐ but I consent to the following order:

6. ☐ ATTORNEY'S FEES AND COSTS

- a. I have completed and filed a current *Income and Expense Declaration* (form FL-150) to support my responsive declaration.
 b. I have completed and filed with this form a *Supporting Declaration for Attorney's Fees and Costs Attachment* (form FL-158) or a declaration that addresses the factors covered in that form.
 c. ☐ I consent to the order requested.
 d. ☐ I do not consent to the order requested ☐ but I consent to the following order:

7. ☐ OTHER ORDERS REQUESTED

- a. ☐ I consent to the order requested.
 b. ☐ I do not consent to the order requested ☐ but I consent to the following order:

8. ☐ TIME FOR SERVICE / TIME UNTIL HEARING

- a. ☐ I consent to the order requested.
 b. ☐ I do not consent to the order requested ☐ but I consent to the following order:

9. ☒ FACTS TO SUPPORT my responsive declaration are listed below. The facts that I write and attach to this form cannot be longer than 10 pages, unless the court gives me permission. ☒ Attachment 9.

I declare under penalty of perjury under the laws of the State of California that the information provided in this form and all attachments is true and correct.

Date: 4/1/25

Pat Sample

(TYPE OR PRINT NAME)

▶ Pat Sample

(SIGNATURE OF DECLARANT)

PETITIONER: Pat Sample RESPONDENT: Sam Sample OTHER PARENT/PARTY:	CASE NUMBER: FL070572
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CHILD CUSTODY AND VISITATION (PARENTING TIME) APPLICATION ATTACHMENT

—This is not a court order—

TO ☐ Petition ☐ Response ☐ Request for Order ☒ Responsive Declaration to Request for Order
☐ Other (specify):

1. a. ☒ **Custody.** Custody of the minor children of the parties is requested as follows:

☐ Attachment 1a.

<u>Child's Name</u>	<u>Date of Birth</u>	<u>Legal Custody to</u> (person who decides about the child's health, education, and welfare)	<u>Physical Custody to</u> (person the child regularly lives with)
Chad Sample	4/2/2023	Pat Sample	Pat Sample

b. ☐ **Custody with allegations of a history of abuse or substance abuse**

- (1) ☐ Petitioner ☐ Respondent ☐ 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.
- (2) ☐ Petitioner ☐ Respondent ☐ 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.
- (3) ☐ I ask that the court NOT order sole or joint custody of the minor child to the person(s) alleged to have a history of abuse or substance abuse.
- (4) ☐ 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 person(s) be granted custody, even though there are allegations against them of a history of abuse or substance abuse.)
☐ Below: ☐ Attachment 1b. ☐ Other (specify):

2. ☒ **Visitation (Parenting Time).**

Note: Unless specifically ordered, a child's holiday schedule order has priority over the regular parenting time.

- a. ☐ Reasonable right of parenting time (visitation) to the party without physical custody (not appropriate in cases involving domestic violence).
- b. ☐ See the attached _____ -page document dated (specify date):
- c. ☐ The parties will go to child custody mediation or child custody recommending counseling at (specify date, time, and location):
- d. ☐ No visitation (parenting time).

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PETITIONER: Pat Sample RESPONDENT: Sam Sample OTHER PARENT/PARTY:	CASE NUMBER: FL070572
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(3) I ask for the following orders about the supervised visitation provider:

(a) Visitation (parenting time) be monitored by *(name, if known)*:

- (i) ☐ 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-324(P)) and sign the declaration.
- (ii) ☐ The person is a nonprofessional provider. That person must meet the requirements listed in *Declaration of Supervised Visitation Provider (Nonprofessional)* (form FL-324(NP)) and sign a declaration.

(iii) The provider's phone number is *(specify)*:

(b) Any costs of supervision be paid as follows: petitioner: _____ percent; respondent: _____ percent.
 other parent/party: _____ percent.

b. ☐ **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.)

(1) ☐ Petitioner ☐ Respondent ☐ 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.

(2) ☐ Petitioner ☐ Respondent ☐ 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.

(3) Even though there are allegations of a history of abuse or substance abuse, I request that the court order unsupervised visitation to *(specify)*: ☐ Petitioner ☐ Respondent ☐ Other parent/party

(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.)

☐ Below: ☐ in Attachment 3b. ☐ Other *(specify)*:

(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 6323(c) requires.*

4. ☒ **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 6323(c).

- 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.
- b. ☐ Transportation **to** begin the visits will be provided by *(name)*:
- c. ☐ Transportation **from** the visits will be provided by *(name)*:
- d. ☒ The exchange point at the beginning of the visit will be *(address)*: 1234 Main St. San Luis Obispo, CA
- e. ☒ The exchange point at the end of the visit will be *(address)*: 1234 Main St. San Luis Obispo, CA
- f. ☐ 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).
- g. ☐ Other *(specify)*:

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5. ☒ **Travel with children.** The ☒ Petitioner ☒ Respondent ☐ 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:
- ☒ the state of California.
 - ☐ the following counties (*specify*):
 - ☐ other places (*specify*):
6. ☐ **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 on attached **form FL-312**.
7. ☐ **Children's holiday schedule.** I request the holiday and vacation schedule set out ☐ below ☐ on form FL-341(C)
8. ☐ **Additional custody provisions.** I request the additional orders for custody set out ☐ below ☐ on form FL-341(D)
9. ☐ **Joint legal custody provisions.** I request joint legal custody and want the additional orders set out ☐ below ☐ on form FL-341(E)
10. ☐ **Other.** I request the following additional orders (*specify*):

SHORT TITLE:

CASE NUMBER:

- Sample and Sample

FL070572

ATTACHMENT (Number) . ¹⁰ _____

(This Attachment may be used with any Judicial Council form.)

BRIEF SUMMARY:

1. I request that the Court grant me sole legal and sole physical custody of our minor child, Chad Sample, who is 2 years old. I also request that the Respondent be awarded specific days and times for visitation with the minor child.

LEGAL CUSTODY:

2. The Respondent and I separated shortly after our son was born. Our son was born with a rare skin condition that requires him to take special medications. Since the birth of our son, I have taken our son to all of his doctor's appointments. His condition has somewhat stabilized recently, however for the last 20 months our son has had approximately 50 doctor's appointments. Although, I inform the Respondent of all upcoming doctor's appointments, he has not been present to any of these appointments and he also has not offered to take our son to any of these appointments.

3. I have also administered to our son all the necessary medications. It is my belief that the Respondent does not know the names of the medications or how often our son needs the medications.

4. After our son was born, I took on the responsibility of finding quality day-care for our son. I interviewed numerous persons and agencies and offered to give this information to the Respondent, however he was not interested in it and told me to make the decision.

5. I believe that it would be in our son's best interest if I were granted sole legal custody so that I may continue to make

If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)

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(Add pages as required)

SHORT TITLE:

CASE NUMBER:

- Sample and Sample

FL070572

ATTACHMENT (Number): to FL-300

(This Attachment may be used with any Judicial Council form.)

necessary decisions regarding our child's health and welfare.

PHYSICAL CUSTODY:

6. I am our son's primary caretaker. I have provided a stable and loving environment for him since the day he was born. On weekends, our son and I have daily outings to the beach, park or library. We also spend lots of time visiting friends and family. During the week, I drop off and pick up our son from day-care. Some of our daily activities include reading to him before bed, eating a home cooked meal, and playing games. Our son is well adjusted and gets along well with the other children in his day-care.

VISITATION:

7. I believe that the Respondent plays an important role in our son's life. Since the Respondent and I separated, the Respondent has spent approximately 6 hours a month with our son. I believe that it would be in our son's best interest if he would spend more time with the Respondent. Respondent is a good father and loves our son. I believe Respondent wants to spend more time with our son and a set schedule between the two of us will help us accomplish this.

(If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)

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(Add pages as required)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Pat Sample 1234 Main Street San Luis Obispo, CA 93408 TELEPHONE NO.: (805) 555-1234 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): Petitioner in Pro Per		FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Luis Obispo STREET ADDRESS: 1035 Palm Street, Room 385 MAILING ADDRESS: CITY AND ZIP CODE: San Luis Obispo, CA 93408 BRANCH NAME:		
PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/PARTY:		CASE NUMBER: FL070572 (If applicable, provide): HEARING DATE: HEARING TIME: DEPT.:
PROOF OF SERVICE BY MAIL		

NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).

- I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.
 - My residence or business address is:
1111 Main Street
San Luis Obispo, CA 93401
 - I served a copy of the following documents (specify):
Responsive Declaration (If there is a financial issue, also list and serve
Income and Expense Declaration and SLO Family Law
Policies and Procedures §2:8 Declaration
- by enclosing them in an envelope AND
- ☒ **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.
 - ☐ **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
- The envelope was addressed and mailed as follows:
 - Name of person served: **Sam Sample**
 - Address: **555 State Street**
San Luis Obispo, CA 93401
 - Date mailed: 5/1/25
 - Place of mailing (city and state): **San Luis Obispo, CA**
 - ☐ I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order (form FL-334) may be used for this purpose.)
 - I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 5/1/25

Mary Friend

(TYPE OR PRINT NAME)

► **Mary Friend**

(SIGNATURE OF PERSON COMPLETING THIS FORM)

Page 1 of 1

ATTORNEY OR PARTY WITHOUT ATTORNEY OR GOVERNMENTAL AGENCY (under Family Code, §§ 17400, 17406) <i>(Name, State Bar number, and address)</i> Pat Sample 1234 Main Street San Luis Obispo, CA 93408 TELEPHONE NO.: (805) 555-1234 FAX NO.: ATTORNEY FOR (Name): Petitioner in Pro Per		FOR COURT USE ONLY	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF San Luis Obispo STREET ADDRESS: 1035 Palm Street, Room 385 MAILING ADDRESS: CITY AND ZIP CODE: San Luis Obispo, CA 93408 BRANCH NAME:			
PETITIONER/PLAINTIFF: Pat Sample RESPONDENT/DEFENDANT: Sam Sample OTHER PARENT/PARTY:		CASE NUMBER: FL070572 <i>(If applicable, provide):</i> HEARING DATE: HEARING TIME: DEPT.:	
PROOF OF PERSONAL SERVICE			

- I am at least 18 years old, not a party to this action, and not a protected person listed in any of the orders.
- Person served (name): **Sam Sample**
- I served copies of the following documents (specify):
Responsive Declaration
(If there is a financial issue, also list and serve Income and Expense Declaration and SLO Family L Policies and Procedures §2:8 Declaration)
- By personally delivering copies to the person served, as follows:
 - Date: 5/1/25
 - Time: **5:30p.m.**
 - Address: **555 State Street**
San Luis Obispo, CA 93401
- I am
 - ☒ not a registered California process server.
 - ☐ a registered California process server.
 - ☐ an employee or independent contractor of a registered California process server.
 - ☐ exempt from registration under Business & Profession Code section 22350(b).
 - ☐ a California sheriff or marshal.
- My name, address, and telephone number, and, if applicable, county of registration and number (specify):
Mary Friend
1111 Main Street
San Luis Obispo, CA 93401
(805)555-1111
- ☒ I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
- ☐ I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date: 5/1/25

Mary Friend

(TYPE OR PRINT NAME OF PERSON WHO SERVED THE PAPERS)

Mary Friend

(SIGNATURE OF PERSON WHO SERVED THE PAPERS)