



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

INSTRUCTIONS FOR PETITION TO ESTABLISH A PARENTAL RELATIONSHIP

Note: The way you complete these forms and the information you provide, may permanently determine your rights, now and in the future. You may also be limiting the court's ability to make orders on your behalf. You should consider consulting an attorney regarding your rights and obligations. The Family Law Facilitator's Office can help you complete these forms (see locations on the other side of this sheet.)

1. Before you begin, read all the forms and this instruction sheet completely. **Remember to type or print clearly.**
2. To start your case you must fill out the following forms:
 - Family Law Certificate of Assignment (SDSC Form #D-49)
 - Summons (Uniform Parentage-Petition for Custody and Support) (JC Form #FL-210)
 - Petition to Establish Parental Relationship (JC Form #FL-200)
 - Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (JC Form #FL-105)
3. If you want an order for a genetic test to determine parentage, or orders for child support, custody/ visitation, or attorney's fees, you must also fill out the following forms from the Request for Order Packet (SDSC Form #PKT-015):
 - Request for Order (JC Form #FL-300)
 - For custody or visitation, you must also fill out a Family Court Services Screening Form (SDSC Form #FCS-046)
 - For child support or requests for child care and/or health care cost contributions you must also fill out an Income and Expense Declaration (JC Form #FL-150). Attach copies of your pay stubs for the last two months and proof of any other income to the Income and Expense Declaration.
 - For attorney's fees and costs, you must fill out a Request for Attorney's Fees and Costs Attachment (JC Form #FL-319), an Income and Expense Declaration (JC Form #FL-150), and a Supporting Declaration for Attorney's Fees and Costs Attachment (JC Form #FL-158) or a comparable declaration that addresses the factors set forth in JC Form #FL-158. Attach copies of your pay stubs for the last two months and proof of any other income to the Income and Expense Declaration.
 - If you want the court to grant temporary orders until your hearing, you must also fill out an Ex Parte Application and Order (SDSC Form #ADM-252) and Temporary Emergency Court Orders (JC Form #FL-305).
4. The packet also contains forms for the other parent. Do not write on the forms after the page marked "Respondent." Those forms are for the other parent to complete. You will have those forms served on the other parent along with copies of your completed forms.
5. Remember to write your name as the "petitioner." Write the name of the other parent as the "respondent."
6. Once you complete the forms, make two more copies of each form. Go to the business office of the court location listed for your zip code on the Zip Code List (SDSC Form #ADM-254), and present the original and both copies to the clerk.
7. The clerk will use the original of each form to open the court file and will return two file-stamped copies of each form to you. Keep one set of copies for yourself. The other set of copies must be served on the other parent. It is your responsibility to have one copy of each of the forms filed with the court, and the blank forms marked for "Respondent" served on the other parent. Anyone over the age of 18, **other than you**, may personally serve the forms.
8. If the other parent lives in California, he/she must be personally served. If the other parent lives outside California, he/she may be served by certified mail, restricted delivery, with a return receipt.

9. The person who served the other parent must complete a Proof of Service of Summons (JC Form #FL-115). Make two copies of the completed form. Take the original and two copies to the business office of the same court where you filed the papers to start the case.

10. **The paternity of your child will not be legally established until a Judgment [Uniform Parentage] has been entered by the court.*** A judgment will not be granted unless you follow the proper procedures and not until you obtain and file additional forms contained in the Paternity Judgment Packet (SDSC Form #PKT-013).

* If a properly executed Voluntary Declaration of Paternity has been filed with the Department of Child Support Services, it has the same force and effect as a judgment for paternity issued by a court of competent jurisdiction. Fam. Code § 7573.

● **FAMILY LAW FACILITATOR'S OFFICE**

The Superior Court operates this program at the following locations:

<u>Family Court</u>	<u>North County</u>	<u>East County</u>	<u>South County</u>
1555 Sixth Avenue San Diego, CA 92101	325 S. Melrose Drive Vista, CA 92081	250 E. Main Street El Cajon, CA 92020	500 Third Avenue Chula Vista, CA 91910

The Family Law Facilitator's Office provides assistance with completing the forms in this packet at no cost. Go to the Facilitator's Office of the court closest to your home if you are filing a new case or, if you have an existing case, to the Facilitator's Office in the court where your existing case was filed. Please visit the court's website at www.sdcourt.ca.gov for further details.