ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):	*FOR COURT USE ONLY*
TELEPHONE NO.: FAX NO.(Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	To keep other people from seeing what you entered on your form, please press the Clear This Form button at the end of the form when finished.
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO ☐ CENTRAL DIVISION, COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101 ☐ CENTRAL DIVISION, FAMILY COURT, 1555 6TH AVE., SAN DIEGO, CA 92101 ☐ CENTRAL DIVISION, MADGE BRADLEY, 1409 4TH AVE., SAN DIEGO, CA 92101 ☐ EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020 ☐ NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081 ☐ SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910	
PETITIONER	
RESPONDENT	
OTHER PARENT/CLAIMANT	
APPLICATION AND ORDER FOR SERVICE ON CLERK OF THE COURT	CASE NUMBER

1. **Application:** I am the ☐ petitioner ☐ respondent ☐ other parent ☐ claimant in this action. I have been unable to discover the address of _____ (the "other party"). The summons was served on the other party on _____. I request the court to issue an order directing service be made upon the other party by delivery of the following legal documents to the clerk of the court:
   - ☐ Request for Order (JC Form #FL-300)
   - ☐ Family Court Services Screening Form (SDSC Form #FCS-046)
   - ☐ Income and Expense Declaration (JC Form #FL-150)
   - ☐ Blank Responsive Declaration to Request for Order (JC Form #FL-320)
   - ☐ Other _____
2. **Due Diligence Declaration:** The other party cannot with reasonable diligence be served in any other manner specified in Code Civ. Proc. §§ 1010 - 1013 based upon my attempts to locate the other party as follows:
   a. Conducted an Internet search on _____. Result: _____

   ☐ I was unable to do an Internet search because: _____

   b. Conducted a public records search on _____. *(For example, checked records at the County Recorder's Office, the Registrar of Voters, the Real Property listing, the Fictitious Business Index, the Superior Court Index, telephone directory, etc.)* Result: _____

   ☐ I was unable to do a public records search because: _____

   c. Contacted the party's last known place of employment on _____. Result: _____

   ☐ I was unable to contact the party's last known place of employment because: _____

   d. Contacted the party's relatives on _____. Result: _____

   ☐ I was unable to contact the party's relatives because: _____

SHORT TITLE	CASE NUMBER

e. Contacted the party's friends and acquaintances on _____. Result: _____

☐ I was unable to contact the party's friends and acquaintances because: _____

f. Other attempts made to locate and contact the other party *(describe)*: _____

☐ Child custody and visitation is at issue and I attempted to find my child(ren) through the Office of the District Attorney, Child Abduction Unit on _____. Result: _____

☐ Continued on attached declaration. Number of pages attached: _____.
☐ Search results attached. Number of pages attached: _____.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

_____ _____
Type or Print Name Signature

ORDER

☐ **GRANTED:** Service on the clerk of the court is granted. The court finds that the other party cannot be served in any other manner specified in the California Code of Civil Procedure. The court orders the documents listed in item #1 above be served on the clerk of the court pursuant to California Rules of Court, rule 3.252, by someone 18 years or older and not a party to the case. The person who serves the clerk of the court must complete and file a proof of service.

If, before or after service on the clerk of the court, the other party's address is located, the applicant must have someone 18 years of age or older serve the documents listed in item #1 above to the other party along with a copy of this Order pursuant to the California Code of Civil Procedure.

☐ **DENIED:** Service on the clerk of the court is denied.

☐ The court finds other methods of service are possible.
☐ The court finds insufficient attempts have been made to locate the other party (specify):_____

☐ Other:_____

Date: _____ _____
Judge/Commissioner of the Superior Court

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