



COUNTY SUPERIOR COURT
1200 Aguajito Road
Monterey, CA 93940
(831) 647-5800
www.monterey.courts.ca.gov

DEFAULT JUDGMENT TO ESTABLISH PARENTAL RELATIONSHIP (Packet # 11)

The purpose of these instructions is to provide information about how to complete the forms and a link to the forms that you can use to ask the court for a judgment legally establishing a parental relationship between one or both parties to the child, and for orders about child custody, visitation, support and modification of the birth record (to change child's last name or add father to birth record). You must have opened a case, served the other party and waited 30 days from the date of service before you use these forms.

STEP 1: Complete the forms.

You **must** complete the following forms:

- **Request to Enter Default ([FL-165](#))**
- **Declaration for Default ([FL-230](#))**
- **Advisement and Waiver of Rights Re: Establishment of Parental Relationship ([FL-235](#))**
- **Judgment ([FL-250](#))**
- **Child Custody and Visitation Order Attachment ([FL-341](#))**
- **Notice of Entry of Judgment ([FL-190](#))**

You may also need to complete the following forms if you have requested corresponding orders on your initial petition:

- **Supervised Visitation Order ([FL-341\(A\)](#))**
- **Child abduction Prevention ([FL-341\(B\)](#))**
- **Holiday Schedule ([FL-341\(C\)](#))**
- **Additional Custody Provisions ([FL-341\(D\)](#))**
- **Joint Legal Custody Attachment ([FL-341\(E\)](#))**
- **Child Support Information and Order Attachment ([FL-342](#))** (if you have requested child support)
- **Notice of Rights and Responsibilities / Information Sheet on Changing a Child Support Order ([FL-192](#))** (if you have requested child support)
- **Income and Expense Declaration ([FL-150](#))** (if you have requested child support)
- **Income Withholding for Support ([FL-195](#))** (if you have requested child support)
- **Child Support Case Registry Form ([FL-191](#))** (if you have requested child support)

Declaration For Default (FL-230)

Item 3: Check the “Petition or Complaint to Establish Parental Relationship) box.

Item 4: Check both Respondent and Petitioner.

Item 5: Check the box if there was a Voluntary Declaration of Paternity signed when the child was born; this is almost always the case when the father is included on the birth record, but if you want to check to make sure, please come to the Self-Help Center, and it can be looked up on the Statewide website (this will require that you have your Identification (ID) with you).

Item 6: Check Item 6(a); (please check with the Self-Help Center if you have an agreement with the other party and wish to submit it with your final papers).

Item 7: If your petition requested child support orders, check Item 7 and indicate if either party is receiving public assistance benefits (cash aid).

Items 9 & 10: Check the boxes.

Item 12: If your petition asked for a change to the child’s name, check Item 12.

Item 14: You must read the **Advisement and Waiver of Rights** form ([FL-235](#)); date, sign and attach it to this form.

Judgment (FL-250)

Item 1: Leave blank. If you have a question about restraining orders, contact the Self-Help Center.

Item 2: Check box (a);

(b)-(e): you will not need to complete this section unless you required a hearing, and if so, please check with the Self-Help Center for assistance in completing these sections;

(f) & (g): check the boxes that pertain to your situation.

Item 3: Insert names of Mother and Father, and the name(s) of the child(ren) and their date(s) of birth.

Item 4: Check the box; if you are using the Stipulation form because you have an agreement with the other party, please have document checked by the Self-Help Center before filing; please note that using a stipulation form will trigger the necessity to pay to the court a [fee of \\$395](#) (a mandatory first-time filing fee) by the Responding party when you file your forms or the Responding party must submit a fee waiver application. *(Please note that filing fees are subject to change.)*

Item 5: If you have asked for child support, check box (a), and then check (1)-(e), depending on which form you are going to use for support. *Note: The court will require you to attach a calculation for child support which sets forth the Guideline for support. You can go to <https://www.cse.ca.gov/ChildSupport/cse/guidelineCalculator> to get access to the calculation. If you cannot get the calculation yourself, please come to the Self-Help Center to make arrangements for an appointment to have a staff member run the calculation for you. You will have other attachments as appropriate for child support orders, as set forth above.*

If you have asked the court to modify the birth certificate, check box (d) to change the last name(s) and (e) to add the father’s name and change the last names of the children on the birth record.

Item 6: Indicate how many pages are attached to this Judgment form.

Attachments to Judgment

1. **FL-341**: Complete the form so that it matches what you requested in your initial petition.
2. **FL-341(A)-(E)**: These forms may be necessary as attachments if you requested specific custody/visitation orders covered in these forms. Please have your judgment reviewed at a document review by the Self -Help Center to be sure these are required.
3. **FL-342**: Check Item 1 and attach a printout of the calculation for child support. Complete Item 6, matching what you requested in your initial petition. Be sure to insert the “total child Support” on the second page. Items 7 through 11 may also need to be checked and completed if you requested corresponding orders in your petition.

Notice of Entry of Judgment (FL-190)

At the bottom of the form, enter the name and address of the Petitioner and Respondent, where indicated.

STEP 2: Copy the forms.

Once you have completed the forms, you may want to schedule a document review appointment at the Self-Help Center. You’ll need to make copies as follows:

- The original and 2 copies of the **Request to Enter Default (FL-165)**
- The original and 1 copy of the **Declaration for Default (FL-230)**
- The original and 4 copies of the **Judgment (FL-250)** and all attachments
- The original and 3 copies of the **Notice of Entry of Judgment (FL-190)**
- The original and 1 copy of the **Child Support Case Registry Form (FL-191)**, if needed

You will also need:

- Two stamped envelopes (legal size) addressed to the Respondent
- Addressed to the Petitioner: one stamped legal-size envelope and one large envelope with enough postage for the return of the file-stamped copies (i.e., 2 copies of the Request to Enter Default, 2 copies of the Declaration for Default or Uncontested Dissolution, and 2 copies of the Judgment)

Note: The court will mail a copy of the **Notice of Entry of Judgment (FL-190)** to both parties (or to each party’s attorney) after the Judgment is signed by a judge and filed by the court. You may want to serve the other party with a copy of the judgment.

STEP 3: File the forms with the court.

Bring the originals and your copies of all forms to the first floor Family Law filing window at the [Monterey Courthouse](#), located at 1200 Aguajito Road, Monterey, CA 93940.

If you need to mail the forms to the court, be sure to include a return envelope with sufficient postage so the court can mail the copies to you.

The court will keep the originals and will file-stamp your copies for you. Keep the copies for your records.

For additional assistance: The Self-Help Center provides workshops by appointment (or waitlist if space is available) and is located on the first floor at the Monterey Courthouse, 1200 Aguajito Road, in Monterey. To make an appointment, you can come in person, call 831-647-5890, or sign up online (go to www.monterey.courts.ca.gov and follow the links to the Self-Help Center and then select the workshop you would like to attend).

You must complete the following forms:

- [FL-165](#) (Request to Enter Default)
- [FL-230](#) (Declaration for Default)
- [FL-235](#) (Advisement and Waiver of Rights)
- [FL-250](#) (Judgment)
- [FL-341](#) (Child Custody and Visitation Order)
- [FL-190](#) (Notice of Entry of Judgment)

Optional forms:

- [FL-341\(A\)](#) (Supervised Visitation Order)
- [FL-341\(B\)](#) (Child abduction Prevention)
- [FL-341\(C\)](#) (Holiday Schedule)
- [FL-341\(D\)](#) (Additional Custody Provisions)
- [FL-341\(E\)](#) (Joint Legal Custody Attachment)
- [FL-342](#) (Child Support Information and Order Attachment)
- [FL-192](#) (Page 1 - Notice of Rights and Responsibilities and on Page 2 - Information Sheet on Changing a Child Support Order)
- [FL-150](#) (Income and Expense Declaration)
- [FL-195](#) (Income Withholding for Support)
- [FL-191](#) (Child Support Case Registry Form)