



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

JUDGMENT: UNCONTESTED DIVORCE (Packet #9)

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 for dissolution of marriage when both parties agree to the terms of the judgment. You must have opened a case, served the other party, and both parties should have completed the Preliminary Declaration of Disclosure before you use these forms.

STEP 1: Complete the forms.

You **must** complete the following forms:

- **Declaration for Default or Uncontested Dissolution** ([FL-170](#))
- **Appearance, Stipulations, and Waivers** ([FL-130](#))
- **Judgment** ([FL-180](#))
- **Notice of Entry of Judgment** ([FL-190](#))

You may also need to complete the following forms:

- **Stipulation and Waiver of Final Declaration of Disclosure** (if you are waiving the final disclosures) ([FL-144](#))
- **Income Withholding for Support** (if you have a child support order in your case) ([FL-195](#))
- **Wage and Earnings Assignment order for Spousal Support** (if you have spousal support in your case) ([FL-435](#))
- **Child Support Case Registry Form** (if you have children) ([FL-191](#))
- All forms must be completed in a clear and legible manner and either typed (completed online) or neatly written in **black or blue ink**.
- **Do not use white-out liquid or correction tape on your forms!** If you make a mistake, simply mark a single line through the mistake, initial it and then enter the correct information.
- Complete the caption on **every** page of the form. Most forms have a caption box at the top where you will enter your name, address, phone number, and a second box for the Court's information and a third box where the names of the parties are written.
- If you have any questions regarding completing these forms or would like someone to review your forms before you file them, please schedule a document check with the Self-Help Center. You can do this online at www.monterey.courts.ca.gov/SelfHelp/.

How to complete the forms

Complete the information on the caption (as pictured below), check the appropriate boxes to indicate what you are requesting, and fill in information where required.

FL-180	
ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): John Doe 123 Main Street Salinas, CA 93906 TELEPHONE NO: 831-123-4567 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Monterey STREET ADDRESS: 1200 Aguajito Road MAILING ADDRESS: 1200 Aguajito Road CITY AND ZIP CODE: Monterey, CA 93940 BRANCH NAME: Monterey	
MARRIAGE OF PETITIONER: John Doe RESPONDENT: Jane Doe	
JUDGMENT <input type="checkbox"/> DISSOLUTION <input type="checkbox"/> LEGAL SEPARATION <input type="checkbox"/> NULLITY <input type="checkbox"/> Status only <input type="checkbox"/> Reserving jurisdiction over termination of marital or domestic partnership status <input type="checkbox"/> Judgment on reserved issues Date marital or domestic partnership status ends:	CASE NUMBER DR12345

Declaration for Default or Uncontested Dissolution (FL-170)

The DISSOLUTION box needs to be checked in the caption area. If you filed for a legal separation, correct this by checking legal separation, cross-out dissolution and initial (if completing forms on-line, check the correct box).

Item 4: Check box (b); this requires that you have a written agreement (either marital settlement agreement or stipulated judgment).

Item 5: Check box (c).

Item 6: If your agreement includes custody and visitation orders, you should complete this section of the form. If the residential information of the children has changed since you filed your divorce action, you should complete a new judgment form (**FL-180**) and attach the updated form. If there is a prior court order, check box (b) and include the information about the order. You do not need to check box (d) if you have an agreement.

Item 7: If you are requesting child support orders, check item 7; then check the applicable box (a) (1)-(3). If your agreement includes child support, you need to have attached to the agreement or to the judgment a printout of the child support calculation. This calculation can be done by going to the Department of Child Support Services website at:

<http://www.childsup.ca.gov/Resources/CalculateChildSupport.aspx>

Item 8: If your agreement includes spousal support provisions, check the appropriate box. If you are both agreeing to waive spousal support, and you were married for more than ten years, your agreement must include information about your current incomes, ability to support yourselves, age of the parties, education of the parties, length of marriage, and other factors to

confirm that neither party requires support or is likely to require spousal support. You may wish to consult with an attorney for advice before waiving spousal support.

You can choose to mutually waive support; you can choose to reserve jurisdiction, in case either party may need support in the future; or you may have an agreement about an amount and duration of support. This section of the form needs to be completed based on your agreement. You should not check box (e) (“Family” support) without consulting first with an attorney.

Item 9: If any of your children were born prior to the date of your marriage, check 9 and the appropriate box below it.

Item 10 and 11: Please seek assistance from the Self-Help Center before completing items 10 and 11.

Item 12: If you wish to request your former name, check item 12 and indicate if you are the petitioner or respondent. **You cannot request restoration of the former name of the other party, but this can be included in your marital settlement agreement and then be checked on this form.**

Appearance, Stipulations, and Waivers (FL-130)

Item 1: If the Respondent has not yet filed a response, check box a; if the Respondent already filed a response, check box b; if Respondent is a member of the military and wants to agree to the judgment, check box c.

Item 2: Check boxes a; b; c; d and e.

Each party dates, prints his or her name, and signs at the bottom of this form.

Please Note: If Respondent has not previously filed a response and is not in the military, there will be a [first appearance fee](#) due upon the submission of the Appearance, Stipulation and Waiver form. In the alternative, Respondent may qualify for a fee waiver, and will need to submit a request for fee waiver and an order on fee waiver (refer to Packet #1 Fee Waiver for details.)

Judgment (FL-180)

In the caption box, the “dissolution” box should be checked. If you filed for a separation, it would need to be changed to “separation.” Please check with the Self-Help Center or consult with a private attorney if you have filed for a nullity or a status only dissolution.

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

Item 2: Check boxes for “Default or Uncontested” and “By Declaration under Family Code section 2336” and leave the remaining boxes unchecked.

Item 3: The date of jurisdiction is the date that the Respondent was served with the Petitioner’s **Summons (FL-110)** and **Petition (FL-100)**. Look on the **Proof of Service of Summons (FL-115)** for the date the Respondent was served and check box 3.a. **Note:** If there is both a **Proof of Service of Summons (FL-115)** and a **Notice and Acknowledgment of Receipt (FL-117)**, the date of jurisdiction is the earlier date. If no proof of service is in the file, but the Respondent filed a Response, use the date of filing of the Response as the date respondent appeared. Then check the appropriate box below that corresponds with the date you are using.

Item 4: Check box 4.a. Check box 4.a. (1), but leave the date blank. The court will enter the date for you. If you want your former name restored, check box 4.f. and enter the former name that you want to use after the divorce is granted. (You must have requested this name change on your Petition when you filed for divorce.) If your judgment has provisions for child support or family support, check box 4.h. You will need to complete and file a **Child Support Case Registry Form (FL-191)** and attach a computer printout for child support. To generate a computer printout, go to the Department of Child Support Services (DCSS) website at www.childsup.ca.gov; click the Calculate Child Support link, then click the Go to Calculator link and enter your information, and then print the final results.

If you have children in your marriage, check box 4(i) (1), and insert the names and dates of birth of the children (minor children only). If you have children born prior to the date of your marriage, and you have asked to have those children be determined to be children of this marriage, check box 4(2).

If you have children, check box 4(j) and then the box that corresponds with what you have attached to set forth the custody and visitation orders

Check box 4(k) if you have children, and then check the box that corresponds to what you are attaching to the judgment set forth in your support agreement.

Box 4(l): Check the outer box, and then check the appropriate box below. You need to check the box that corresponds to what document your agreement about spousal support is contained in.

Box 4(m): If your agreement includes issues of dividing property, check the appropriate box.

Please check with the Self-Help Center or with a private attorney if you wish to ask for attorney fees or other orders (boxes (n) and (o)).

Notice of Entry of Judgment (FL-190)

If you are asking for a judgment dissolving your marriage, check box 1. If you are asking for a judgment that only terminates (ends) your marital status and leaves other issues for the judge to decide at a later date, check box 2. 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 will need to make copies as follows:

- The original and 1 copy of the **Declaration for Default or Uncontested Dissolution (FL-170)**
- The original and 2 copies of the **Appearance, Stipulations, and Waivers (FL-130)**
- The original and 4 copies of the **Judgment (FL-180)** 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., 1 copy of the Request to

Enter Default, 1 copy of the Declaration for Default or Uncontested Dissolution, and 2 copies of the Judgment)

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. In some circumstances, you will want to have a copy of the Judgment served on the other party. Please check with the Self-Help Center staff on whether you should serve a copy of the judgment on the other party.

STEP 3: File the forms with the court.

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

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 original 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, 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-170](#) (Declaration for Default)
- [FL-130](#) (Appearance, Stipulations and Waivers)
- [FL-180](#) (Judgment)
- [FL-190](#) (Notice of Entry of Judgment)