

SUPERIOR COURT OF CALIFORNIA – COUNTY OF TULARE
221 S. Mooney Blvd.
County Civic Center, Room 201
Visalia, CA 93291

**CASE INFORMATION SHEET FOR ALL
MARRIAGE DISSOLUTION, LEGAL SEPARATION, AND NULLITY CASES**

BY FILING YOUR OWN CASE AND ACTING AS YOUR OWN ATTORNEY, YOU ARE ACCEPTING RESPONSIBILITY FOR THE PROPER COMPLETION OF ALL FORMS AND OTHER NECESSARY STEPS TO OBTAIN MARRIAGE DISSOLUTION (DIVORCE), LEGAL SEPARATION, OR NULLITY.

NOTICE TO THE PETITIONER (PERSON WHO FILED THIS CASE)

1. When completing forms for filing with the court, your name, address and telephone number should be typed or legibly handwritten in the upper left-hand corner of the forms where it says “Attorney or Party Without Attorney.” Forms must be typed or printed in black ink and must comply with both local rules of court and the laws of the State of California. Rules and statutes are available online (www.courts.ca.gov and <http://leginfo.legislature.ca.gov>) and in the law library in the basement of the Visalia courthouse. After your initial forms are completed (Petition, Summons, etc.), you will need to make two copies of all completed documents. Bring the original and two copies to the clerk’s office for filing. The clerk is required to collect a filing fee before accepting documents unless you qualify for a waiver of court fees. The clerk will retain the original and return the two sets of copies to you showing the documents have been filed with the court. Retain one set of copies for your records. The other set is to be delivered (served) to the other party.
2. You must have the Petition, Summons, Blank Response, and a copy of this information sheet served on the other party (respondent). Any person over the age of 18 other than you may serve the respondent. The person who serves the papers must complete the FL115 – Proof of Service of Summons. You must file that form with the court. The date of service is when the Court acquires jurisdiction of the Respondent. Your divorce cannot be finalized sooner than six months and one day from that date. For more information on the process of filing your petition, including information on serving papers and applying for a fee waiver go to www.courts.ca.gov/selfhelp-divorce.
3. Serve a Declaration of Disclosure (Form FL140), an Income and Expense Declaration (Form FL150), and a Schedule of Assets and Debts (Form FL-142) within sixty days of filing your Petition. It may be served at the same time as the Petition. File a Declaration Regarding Service (Form FL141) with the court. **Your divorce cannot be finalized without this being done.**

4. If a Response is not filed within thirty calendar days of personal service of the petition, you may ask for default by filing a Request for Entry of Default (Form FL165) and proceed with submitting a Default Judgment to the court. If you do not have an attorney, you may contact the Self-Help Resource Center, 559-737-5500 for assistance with these papers. This assistance is a free service of the court.
5. **The Case Management Conference date stamped on your Petition is a mandatory hearing which must be attended unless you have a signed judgment from the court.**

NOTICE TO RESPONDENT (PERSON WHO IS RESPONDING TO THIS CASE)

1. If you wish to respond to the petition, complete the Response (Form FL-120). Bring the original and two copies of the Response to the court clerk (in the Visalia or Porterville courthouse as specified in the Summons you received) for filing. The clerk is required to collect a filing fee before accepting your documents unless you qualify for a waiver of court fees. The clerk will retain the original and return the two copies to you showing the document has been filed with the court. Retain one copy for your records. The other copy is to be delivered (served) to the other party. It may be served by mail by someone other than you who is at least 18 years old. Your failure to file a timely response may result in a default being taken against you, preventing you from further participation in the case. For more information on the process of responding to the petition, including information on serving papers and applying for a fee waiver, go to www.courts.ca.gov/selfhelp-divorce. **You cannot participate in the case unless and until you have filed a Response.**
2. Serve a Declaration of Disclosure (Form FL-140), an Income and Expense Declaration (Form FL-150), and a Schedule of Assets and Debts (Form FL-142), and then file a Declaration Regarding Service (Form FL141) with the court within sixty (60) days of the response being filed. **Your case cannot be finalized without this being done.**
3. **The date of the mandatory Case Management Conference is stamped on the front of the Petition (Form FL-100) which you were served. Your attendance at that hearing is mandatory if your case has not been otherwise resolved by that date.**

NOTICE TO BOTH PARTIES

If there is a change in your contact information or address, you must file a Change of Address of Other Contact Information (Form MC-040) and serve a copy on the other party by mail.