

**General Instructions**

The *Request for Order* (FL-300) form replaces the old *Notice of Motion* and *Order to Show Cause* forms. Use the *Request for Order* form to ask for court orders in your family law case.

1. You must complete the top portion of page 1, including your name and address, the court address, case name, and number.
2. Check all the boxes that apply to the orders you are requesting. Check the Modification box if you are requesting a change to an existing order. Check the Temporary Emergency Court Order box if you are requesting that the court issue emergency orders that will be effective before the hearing date.
3. List the name of the other person in your case in item 1.
4. Leave item 2 blank. The court clerk will fill in the date, time, and location of the hearing.
5. In item 3 list all of the forms that you have completed and filed with the court. These are the forms that you will have to provide to the other party.
6. Check the box in front of "Court Order" on page 1 only when you are:
  - Asking the court for temporary orders to go into effect before the hearing; or
  - Asking that the court order the other person in your case to come to court; or
  - Need an order that allows you to give notice of the hearing after the deadline for giving notice has passed.
 Leave items 5 – 9 blank. The court clerk will fill in the information.
7. Complete the sections on pages 2 and 3 that apply to the orders that you are asking the court to make.
8. Date and sign on pages 1 and 3 of the form.
9. Complete any additional forms that you will need to file with your *Request for Order*.
10. File your completed *Request for Order* and other forms with the court clerk. (You may have to pay a filing fee. If you can't afford to pay the filing fee, you can ask the court to waive the fee by completing and filing a *Request to Waive Court Fees* (form FW-001)).

**For example:**

- If you are asking the court to make child custody orders, check the box marked Child Custody in the box just above item 1 on the first page and complete item 1 on page 2.

- If you are asking the court to make custody orders that go into effect before the hearing date, check the box "To be ordered pending the hearing" in item 1 on page 2 and check the box marked Temporary Emergency Court Order in the box just above number 1 on page 1.
- Complete the *Temporary Emergency Court Orders* (form FL-305) and file it with the *Request for Order*.
- Ask the family law facilitator or the self-help center staff to explain the procedures for requesting temporary emergency court orders at your court and follow those procedures.

**Other forms to file with this *Request for Order*:**

- If you are asking the court to make temporary orders that which will go into effect before the hearing date: a completed *Temporary Emergency Court Orders* (form FL-305).
- If you are asking the court to order spousal support: a completed *Income and Expense Declaration* (form FL-150).
- If you are asking the court to order child support: A completed *Income and Expense Declaration* (form FL-150) or a completed *Financial Statement (Simplified)* (form FL-155).
- If you are asking the court for child custody orders: See item 1e on page 2 of the *Request for Order* (form FL-300) for the list of forms that you may have to complete.
- If you plan on having witnesses testify at your hearing: a completed *Witness List* (form FL-321).

**Note: Do not use *Request for Order* (FL-300) if you are filing a motion or order to show cause:**

- For a contempt action in a family law case (use *Order to Show Cause and Affidavit for Contempt* (see form FL-410))
- To set aside a child support order (see form FL-361 or FL-640) or a voluntary declaration of paternity (see form FL-280)
- For a domestic violence protective order under the Domestic Violence Protection Act (see form DV-100). Note: You can use the *Request for Order* (form FL-300) in a domestic violence protective order case, but only if you have child custody, visitation, or support orders that you need modified.
- Other types of cases for which there are other Judicial Council forms just for those cases.

*If you have a question about whether this is the right form for your situation or whether you need to complete additional forms, ask the family law facilitator, self-help center, or the clerk's office at the court.*

## Instructions for Giving the Other Party Notice (Service)

### Service by Personal Delivery

- After you file the *Request for Order* and other forms with the court clerk, you will get them back with a court date and time stamped on the first page of the *Request for Order*. You must make sure that the other party receives a copy of the *Request for Order* and all the other forms so that he or she has notice of the date, time, and location of the hearing and of the orders that you are asking the court to make. This means that you must “serve” a copy of the *Request for Order* and all the other documents on the other party. If you completed and filed an *Income and Expense Declaration* (form FL-150) or a completed *Financial Statement (Simplified)* (form FL-155), you must include a blank copy of these forms for the other party to complete and file.
- In general, the other party must be served with the *Request for Order* and other forms at least 16 court days prior to the hearing. If service is by mail, you must add 5 days. The court may order that the time for service on the other party can be shorter (See item 9 on the *Request for Order* (form FL-300)).

### Service by Personal Delivery

If you have asked the court for temporary emergency court orders or other orders that will go into effect before the hearing, or you have asked the court to order the other party to attend the hearing and the judicial officer has signed the “Court Order” portion of the *Request for Hearing* form:

- Have someone else (who is at least 18) personally give a copy the *Request for Order* with the other forms and blank responsive forms to the other party.
- After the person gives the forms to the other party, he or she should complete a *Proof of Personal Service* (form FL-330). *Information Sheet for Proof of Personal Service* (form FL-330-INFO) has instructions to help the person complete the form.
- You then file the *Proof of Personal Service* with the clerk of the court 5 court days before the hearing date.

### Service by Mail

If you have not asked the court for orders that will go into effect before the hearing, or you have not asked the court to order the other party to attend the hearing and the “Court Order” portion on page 1 of the *Request for Order* has not been completed or signed by the judicial officer:

- You can ask another person (who is at least 18) to mail the *Request for Order* with the appropriate attachments and blank responsive forms to the other party.
- If you filed the *Request for Order* asking for orders after the judgment was entered in your case or after permanent orders were made in your case, you will need to verify the address of the person who is being served and file proof of the verification with the court.
- After the person mails the forms, he or she should complete a *Proof of Service by Mail* (form FL-335). *Information Sheet for Proof of Service by Mail* (form FL-335-INFO) has instructions to help the person complete the form.
- You then file the completed *Proof of Service by Mail* (form FL-335) with the clerk of the court 5 court days before the hearing date.

For more information about giving notice, see *Information Sheet for Proof of Personal Service* (FL-330-INFO) or *Information Sheet for Proof of Service by Mail* (FL-335-INFO).

*If you have questions about service or need additional assistance, contact the family law facilitator or self-help center in your county.*

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____				
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/PARTY: _____				
<table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;"> <b>REQUEST FOR ORDER</b>  <input type="checkbox"/> Child Custody  <input type="checkbox"/> Child Support  <input type="checkbox"/> Attorney Fees and Costs                 </td> <td style="width:33%; border: none;"> <input type="checkbox"/> MODIFICATION  <input type="checkbox"/> Visitation  <input type="checkbox"/> Spousal Support                 </td> <td style="width:33%; border: none;"> <input type="checkbox"/> Temporary Emergency Court Order  <input type="checkbox"/> Other (specify): _____                 </td> </tr> </table>	<b>REQUEST FOR ORDER</b> <input type="checkbox"/> Child Custody <input type="checkbox"/> Child Support <input type="checkbox"/> Attorney Fees and Costs	<input type="checkbox"/> MODIFICATION <input type="checkbox"/> Visitation <input type="checkbox"/> Spousal Support	<input type="checkbox"/> Temporary Emergency Court Order <input type="checkbox"/> Other (specify): _____	CASE NUMBER: _____
<b>REQUEST FOR ORDER</b> <input type="checkbox"/> Child Custody <input type="checkbox"/> Child Support <input type="checkbox"/> Attorney Fees and Costs	<input type="checkbox"/> MODIFICATION <input type="checkbox"/> Visitation <input type="checkbox"/> Spousal Support	<input type="checkbox"/> Temporary Emergency Court Order <input type="checkbox"/> Other (specify): _____		

1. TO (name): \_\_\_\_\_
2. A hearing on this *Request for Order* will be held as follows: If child custody or visitation is an issue in this proceeding, Family Code section 3170 requires mediation before or at the same time as the hearing (see item 7.)

a. Date: _____	Time: _____	<input type="checkbox"/> Dept.: _____	<input type="checkbox"/> Room.: _____
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b. Address of court  same as noted above  other (specify): \_\_\_\_\_

3. Attachments to be served with this *Request for Order*:

- |   |   |
|---|---|
| a. A <b>blank Responsive Declaration</b> (form FL-320)<br>b. <input type="checkbox"/> Completed <i>Income and Expense Declaration</i> (form FL-150) and a <b>blank Income and Expense Declaration</b> | c. <input type="checkbox"/> Completed <i>Financial Statement (Simplified)</i> (form FL-155) and a <b>blank Financial Statement (Simplified)</b><br>d. <input type="checkbox"/> Points and authorities<br>e. <input type="checkbox"/> Other (specify): _____ |
|---|---|

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

**COURT ORDER**

4.  YOU ARE ORDERED TO APPEAR IN COURT AT THE DATE AND TIME LISTED IN ITEM 2 TO GIVE ANY LEGAL REASON WHY THE ORDERS REQUESTED SHOULD NOT BE GRANTED.
5.  Time for  service  hearing is shortened. Service must be on or before (date): \_\_\_\_\_
6. Any responsive declaration must be served on or before (date): \_\_\_\_\_
7. The parties are ordered to attend mandatory custody services as follows: \_\_\_\_\_
8.  You are ordered to comply with the *Temporary Emergency Court Orders* (form FL-305) attached.
9.  Other (specify): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
JUDICIAL OFFICER

**To the person who received this *Request for Order*: If you wish to respond to this *Request for Order*, you must file a *Responsive Declaration to Request for Order* (form FL-320) and serve a copy on the other parties at least nine court days before the hearing date unless the court has ordered a shorter period of time. You do not have to pay a filing fee to file the *Responsive Declaration to Request for Order* (form FL-320) or any other declaration including an *Income and Expense Declaration* (form FL-150) or *Financial Statement (Simplified)* (form FL-155).**

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER:
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**REQUEST FOR ORDER AND SUPPORTING DECLARATION**

Petitioner  Respondent  Other Parent/Party requests the following orders:

1.  CHILD CUSTODY  To be ordered pending the hearing
- a. Child's name and age                      b. Legal custody to (name of person who makes decisions about health, education, etc.)                      c. Physical custody to (name of person with whom child will live)

- d.  As requested in form  *Child Custody and Visitation Application Attachment* (form FL-311)  
 *Request for Child Abduction Prevention Orders* (form FL-312)  
 *Children's Holiday Schedule Attachment* (form FL-341(C))  
 *Additional Provisions—Physical Custody Attachment* (form FL-341(D))  
 *Joint Legal Custody Attachment* (form FL-341(E))  
 Other (Attachment 1d)

- e.  Modify existing order  
 (1) filed on (date):  
 (2) ordering (specify):

2.  CHILD VISITATION (PARENTING TIME)  To be ordered pending the hearing

- a. As requested in: (1)  Attachment 2a (2)  *Child Custody and Visitation Application Attachment* (form FL-311)  
 (3)  Other (specify):

- b.  Modify existing order  
 (1) filed on (date):  
 (2) ordering (specify):

c.  One or more domestic violence restraining/protective orders are now in effect. (Attach a copy of the orders if you have one.) The orders are from the following court or courts (specify county and state):

- |  |  |
|--|--|
| (1) <input type="checkbox"/> Criminal: County/state:<br>Case No. (if known): | (3) <input type="checkbox"/> Juvenile: County/state:<br>Case No. (if known): |
| (2) <input type="checkbox"/> Family: County/state:<br>Case No. (if known):   | (4) <input type="checkbox"/> Other: County/state:<br>Case No. (if known):    |

3.  CHILD SUPPORT (An earnings assignment order may be issued.)

- a. Child's name and age                      b.  I request support based on the child support guidelines                      c. Monthly amount requested (if not by guideline)  
 \$

- d.  Modify existing order  
 (1) filed on (date):  
 (2) ordering (specify):

**Notice:** The court is required to order child support based on the income of both parents. It normally continues until the child is 18. You must supply the court with information about your finances by filing an *Income and Expense Declaration* (form FL-150) or a *Financial Statement (Simplified)* (form FL-155). Otherwise, the child support order will be based on information about your income that the court receives from other sources, including the other parent.



PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER:
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9.  I request that time for service of the *Request for Order* and accompanying papers be shortened so that these documents may be served no less than (*specify number*): \_\_\_\_\_ days before the time set for the hearing. I need to have this order shortening time because of the facts specified in item 10 or the attached declaration.
10.  FACTS IN SUPPORT of orders requested and change of circumstances for any modification are (*specify*):  
 Contained in the attached declaration. (*You may use Attached Declaration (form MC-031) for this purpose. The attached declaration must not exceed 10 pages in length unless permission to file a longer declaration has been obtained from the court.*)

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 OF APPLICANT)



**Requests for Accommodations**

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the proceeding. Contact the clerk's office or go to [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms) for *Request for Accommodations by Persons With Disabilities and Response* (form MC-410). (Civil Code, § 54.8.)