

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO
SAN BERNARDINO FAMILY LAW DISTRICT
Case Management Checklist
(You may use this checklist to track important dates)

Date Petition Filed: _____

Date Petition Served: _____

Date Response Filed: _____

Petitioner

- Serve the petition (FL-100 or FL-200) and summons (FL-110 or FL-210), and file the proof of service **within 60 days** of the petition being filed. Someone over 18 years of age must serve a copy of the petition, summons, and blank response to the other party.

You cannot serve the papers yourself!

- (For Dissolution, Legal Separation or Nullity cases)** Serve the preliminary declaration of financial disclosure (FL-140, FL-142 or FL-160 & FL-150) **within 60 days** of the petition being filed, and file the Declaration Regarding Service of Declaration of Disclosure (FL-141). The law requires that you give a full financial disclosure to the other party, even if you don't own or owe anything. Information regarding this process can be found on the following court website: <http://www.courts.ca.gov/1230.htm>.
- If a Response is not filed within 30 days after the petition was served, file a Request for Entry of Default (FL-165) **within 60 days** after the Response was due. All judicial council court forms can be found at the following court website: <http://www.courts.ca.gov/forms.htm>.
- File Default Judgment paperwork **within 60 days** after the Request for Entry of Default is filed or the judgment may be filed with the Request to Enter Default. If a petition was filed and served, no response was filed, but the parties have a written agreement about the terms of their case an agreement form can be found under San Bernardino Local Forms at the following website: <http://www.sb-court.org/FormsandRules/SanBernardinoCountyForms.aspx>.

There are several forms that you may need to complete your judgment.

Click here to see what forms you may need <http://www.courts.ca.gov/documents/fl182.pdf>.

Respondent

- File your response (Form FL-120, FL-220) **within 30 days** after being served with the petition, along with a proof of service. **Before you file the response**, someone over 18 years of age must serve a copy of the response to the other party; this can be done by mail.

You cannot serve the papers yourself!

- **(For Dissolution, Legal Separation or Nullity cases)** Serve your Preliminary Declaration of Disclosure (Form FL-140, FL-142 or FL-160 & FL-150) **within 60 days** after you file your Response, and file the Declaration Regarding Service of Declaration of Disclosure (FL-141). The law requires that you give a full financial disclosure to the other party, even if you don't own or owe anything. Information regarding this process can be found on the following court website: <http://www.courts.ca.gov/1230.htm>.

If a Response is filed:

- If there is a full **written agreement** on all issues, the parties can file an agreement for judgment. The agreement form can be found under San Bernardino Local Forms at the following website: <http://www.sb-court.org/FormsandRules/SanBernardinoCountyForms.aspx>.

There are several forms that you may need to complete your judgment.
Click here to see what forms you may need <http://www.courts.ca.gov/documents/fl182.pdf>.

- If you believe you may have a settlement or may be able to work together at reaching a settlement, then our court offers voluntary mediation. This is a voluntary program where parties meet with a mediator to try to resolve issues in their case. Complete an At-Issue Memorandum (Local form SB-12389) and file at the clerk's office. The clerk will schedule a status conference and at the status conference, each party must to agree to participate in voluntary mediation. The court will then set you for a voluntary mediation appointment. This form can be found under San Bernardino Local Forms at the following website: <http://www.sb-court.org/FormsandRules/SanBernardinoCountyForms.aspx>.
- If no agreement is reached, file an At-Issue Memorandum (Local form SB-12389). The court will then set a hearing date. This form can be found under San Bernardino Local Forms at the following website: <http://www.sb-court.org/FormsandRules/SanBernardinoCountyForms.aspx>.

Additional Resources to Help You with Your Case:

If you need more assistance you can visit the San Bernardino Court's Self Help Center.

The Self-Help Center's hours and locations can be found on the court's website at: <http://www.sb-court.org/Portals/0/Documents/PDF/Self%20Help/SelfHelpLocationsServices.pdf>.

San Bernardino Superior Court Self-Help website: www.sb-court.org/SelfHelp.aspx

California Courts Self-Help Center www.courts.ca.gov/selfhelp.htm

NOTICE: You are not officially divorced until judgment (FL-180) is signed by a Judicial Officer indicating the termination date.

NOTICE: Petition to Establish Parental Relationship: The case is not completed until a judgment (FL-250) is signed by a Judicial Officer.