SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

DISSOLUTION DEFAULT JUDGMENT REVIEW CHECKLIST

Litigation Type
Family Law

Petition Type
Dissolution

Prerequisites

A Response was not filed, a default was or will be entered, and the Judgment is prepared solely by the Petitioner or the attorney of record.

The legal file and/or access to the case management system to verify information as indicated below. Conformed copies of missing documents may be used with approval from management.

The Petition is a required document.

A Request for Default Trial Setting (FAM-031) is required under the following scenarios:

- Request for nullity
- Request for no visitation or supervised visitation
- Request to nunc pro tunc termination date of marriage
- Request for a specified spousal support amount
- Request for child support is other than guideline
- Request to terminate spousal support in a marriage over 10 years in duration
- As requested by the Judicial Officer

Section A - Checklist for all scenarios

- Proof of Service of Summons
- Request to Enter Default (FL-165) submitted with judgment package **OR** verify default has been entered
- Petitioner's Declaration Regarding Service of Preliminary Declaration of Disclosure (FL-141) NOTE: If the Respondent was served by posting or publication this document is NOT required.
- Petitioner's Declaration for Default or Uncontested Dissolution or Legal Separation (FL-170)

Section A - Checklist for all scenarios continued

- Judgment (FL-180)
- Spousal, Partner or Family Support Order Attachment (FL-343) **OR** spousal support addressed in a separately prepared Judgment attachment **OR** spousal support addressed on the Judgment (FL-180)
- Notice of Entry of Judgment (FL-190)
- 1 original plus 3 copies of Judgment, 2 copies of the Notice of Entry of Judgment and 1 copy of all other documents submitted if conformed copies are requested. **NOTE**: a lack of sufficient copies is not a reason to reject. The Court is obligated to provide each party with a copy of the Notice of Entry of Judgment. The Court will make the necessary microfilm copy of the Judgment as needed.

Section B - If there are minor children of the marriage the following are also needed in addition to section A:

- Declaration Under Uniform Child Custody and Jurisdiction Act (UCCJEA) (FL-105) MUST already be on file
- Child Custody and Visitation Order Attachment (FL-341) (attach to Judgment) **OR** a pleading including all areas as listed in the form FL-341
- Child Support Information and Order Attachment (FL-342) (attach to Judgment)
- Income and Expense Declaration (FL-150) **OR** Financial Statement (Simplified) (FL-155) (these forms are mandatory only if guideline child support is sought)
- Computer printout (DissoMaster) of guideline child support is mandatory if guideline child support is sought
- Notice of Rights and Responsibilities (Health-Care Costs and Reimbursements Procedures) and Information Sheet on Changing a Child Support Order (FL-192) (may be attached by the party or by the Court)

Section C - If the proposed Judgment requests spousal/partner support or requests property orders the following are also needed in addition to section A and, if applicable, section B:

- Income and Expense Declaration (FL-150). A current financial declaration must be on file.
- Verify the Judgment disposes of all declared property in the Petition and any property declarations (FL-160) on file