

DISSOLUTION: PROCESS CHECKLIST

Use this checklist to make sure that you complete the process correctly:

- Review LA Family Law's Dissolution resources and guide.
- If you are unable to pay the court filing fee, make sure to fill out the "fee waiver" forms prior to filing your documents.
- Have your forms prepared or prepare them yourself utilizing our forms guide.
- Make 2 copies of the completed forms. Make sure that the forms are in the same order as they are in the packet.
- File the completed, original forms** with the Clerk at your courthouse (Room 426 if you are filing in the Downtown Los Angeles Superior Court). Do not forget that you will have to pay a filing fee if you do not qualify for a fee waiver. Usually, court hearings are approximately 30-45 days from the day that the forms are filed.
- If the other party lives in the State of California, **you must have them personally served with the documents**. This means that you must have an adult over the age of 18 other than yourself provide the documents to the other party. Service of the documents must be completed at least 16 days before the court hearing. If the other party lives outside of the State of California, you may complete service by having an adult over the age of 18 other than yourself mail the documents to the other party.
- Have the same adult that effectuated service for you complete and sign the **"proof of service" form**. If you use the Sheriff or a professional process server to give (serve) the copy to the other party, make sure to obtain a completed "proof of service" form from them.

- File a copy of the "proof of service" form in the Clerk's office at least 10 days before the hearing. Take a copy of the filed "proof of service" with you to the court hearing date.
- Attend the **custody/visitation mediation appointment**. The mediation appointments are usually several days prior to the date of the court hearing.
- If required, attend the P.A.C.T. (Parents and Children Together). Get proof of completion of the program and bring that with you to the court hearing.
- Attend the court hearing. **ARRIVE ON TIME!** Bring a copy of all the forms that you filed with the court to the hearing date.

Note: This guide is supposed to give you enough information so that you can represent yourself. It is **NOT** designed to give you legal advice and **DOES NOT** take the place of speaking with a lawyer.