

FINDINGS AND ORDER AFTER HEARING: CHILD CUSTODY AND VISITATION

Forms are available at www.courts.ca.gov

GENERAL INFORMATION

After your hearing, you will need to prepare a *Findings and Order After Hearing* for the Judge to sign to provide you with an enforceable order. You will need a copy of the Minutes from the date of your hearing to make sure that the Findings and Order After Hearing that you prepare matches what was ordered in Court.

In order to prepare a Findings and Order After Hearing, you will need the following:

- **FL-340** *Findings and Order After Hearing*
- **FL-341** *Child Custody and Visitation Order Attachment*

You may also need the following attachments, which can be found online or at the Self-Help desk:

- **FL-341(C)** *Children's Holiday Schedule Attachment*
- **FL-341(D)** *Additional Provisions – Physical Custody Attachment*
- **FL-341(E)** *Joint Legal Custody Attachment*
- **MC-025** *Attachment to Judicial Council Form.* Use this attachment to write down any other orders that are addressed in the Clerk's Minutes.
- **FL-190** *Notice of Entry of Judgment.* You must provide TWO postage pre-paid envelopes, one addressed to you and one addressed to the other party.

If child support orders, spousal support orders, or property orders are addressed in the Clerk's Minutes, you will need the following forms, which can be found online or at the Self-Help Center:

- **FL-342** *Child Support Information and Order Attachment*
- **FL-343** *Spousal or Family Support Order Attachment*
- **FL-344** *Property Order Attachment*

REVISED 7/1/2025

SUPERIOR COURT OF CALIFORNIA COUNTY OF SUTTER

FAMILY LAW FACILITATOR
FAMILY LAW INFORMATION CENTER

530-822-3305

SERVICE OF PROPOSED ORDER

California Rule of Court 5.125 requires that the prevailing party provide the other party with a copy of the PROPOSED ORDER before submitting it to the Court. If the other party appeared in court, you must serve them with a proposed Findings and Order After Hearing within 10 days of the hearing date. **Do a Proof of Service to show that the other party was served.** If the other party does not return the signed order, or object, within 20 days of the hearing date, you may submit an original order with a copy for each party in the case, the Notice of Entry of Judgment with a copy for each party in the case, the Proof of Service showing that the proposed order was served on the other party, and the addressed stamped envelopes as indicated above.

If the other party did not appear at your hearing, you must still have the other party served with a copy of the proposed order and submit a Proof of Service to the Court, but you do not have to wait until 20 days after the hearing date to submit the proposed Order to the Court.

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: YOUR NAME FIRM NAME: YOUR STREET ADDRESS STREET ADDRESS: YOUR CITY, STATE, and ZIP CODE CITY: YOUR TELEPHONE NUMBER TELEPHONE NO.: YOUR TELEPHONE NUMBER EMAIL ADDRESS: YOUR TELEPHONE NUMBER ATTORNEY FOR (name): YOUR TELEPHONE NUMBER	STATE BAR NUMBER: _____ STATE: _____ ZIP CODE: _____ FAX NO.: _____ <div style="border: 2px solid red; padding: 10px; text-align: center; margin-top: 20px;"> YOU MUST HAVE THE MINUTES FROM YOUR HEARING TO FILL OUT THIS FORM. </div>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF COUNTY NAME STREET ADDRESS: COURT'S PHYSICAL ADDRESS MAILING ADDRESS: COURT'S CITY, STATE, and ZIP CITY AND ZIP CODE: COURT'S CITY, STATE, and ZIP BRANCH NAME: _____	
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/PARTY: _____ <div style="border: 1px solid red; padding: 5px; margin-top: 5px;"> FILL THIS OUT EXACTLY AS IT APPEARS ON YOUR OTHER DOCUMENTS </div>	
<div style="border: 1px solid red; padding: 5px; text-align: center;"> FINDINGS AND ORDER AFTER HEARING </div>	
CASE NUMBER: COURT CASE NUMBER	

1. This proceeding was heard on (date): DATE OF HEARING at (time): TIME OF HEARING in Dept.: WHICH COURTROOM Room: _____
- by Judge (name): JUDGE'S NAME ☐ Temporary Judge
- On the order to show cause, notice of motion or request for order filed (date): DATE MOTION WAS FILED by (name): NAME OF THE PARTY WHO FILED THE MOTION
- a. ☐ Petitioner/plaintiff present CHECK THE BOXES TO SHOW WHO WAS IN COURT ☐ Attorney present (name): _____
- b. ☐ Respondent/defendant present ☐ Attorney present (name): _____
- c. ☐ Other parent/party present ☐ Attorney present (name): _____

THE COURT ORDERS

2. Custody and visitation/parenting time: As attached ☐ on form FL-341 ☐ Other ☐ N
3. Child support: As attached ☐ on form FL-342 ☐ Other ☐ N
4. Spousal or family support: As attached ☐ on form FL-343 ☐ Other ☐ N
5. Property orders: As attached ☐ on form FL-344 ☐ Other ☐ N
6. Attorney's fees: As attached ☐ on form FL-346 ☐ Other ☐ N
7. Other orders: ☐ As attached ☐ Not applicable
8. All other issues are reserved until further order of court.
9. ☐ This matter is rescheduled for further hearing on (date): _____ at (time): _____ in Dept.: _____
 on the following issues: IF THERE IS ANOTHER COURT DATE, CHECK #9, FILL IN THE DATE, TIME, DEPT., AND WHAT IT'S FOR.

**CHECK THE BOXES
TO SHOW WHAT
TYPE OF ORDERS
THE COURT MADE
AND WHICH
ATTACHMENT(S)
YOU ARE USING.
IF THE COURT DID
NOT MAKE ORDERS
ON SOME OF
THESE ISSUES,
CHECK "NOT
APPLICABLE"**

Date: DO NOT DATE OR SIGN THIS FORM

JUDICIAL OFFICER

The order prepared by (specify): YOUR NAME is approved as conforming to the court order.

Date: IF THE OTHER PARTY WAS PRESENT IN COURT, THEY WILL NEED TO SIGN HERE TO APPROVE THAT THIS REFLECTS WHAT THE JUDGE ORDERED IN COURT.

SIGNATURE OF	<input type="checkbox"/> ATTORNEY FOR	<input type="checkbox"/> PETITIONER / PLAINTIFF	<input type="checkbox"/> RESPONDENT/DEFENDANT	<input type="checkbox"/> OTHER PARTY
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Date: IF THERE IS ANOTHER PARTY IN YOUR CASE, AND THEY WERE PRESENT IN COURT, THEY WILL NEED TO SIGN HERE TO APPROVE THAT THIS REFLECTS WHAT THE JUDGE ORDERED IN COURT.

SIGNATURE OF	<input type="checkbox"/> ATTORNEY FOR	<input type="checkbox"/> PETITIONER / PLAINTIFF	<input type="checkbox"/> RESPONDENT/DEFENDANT	<input type="checkbox"/> OTHER PARENT/PARTY
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**CHECK WHETHER THEY ARE THE
"PETITIONER" OR "RESPONDENT"**

PETITIONER:
RESPONDENT:
BY:

**FILL THIS OUT EXACTLY AS THE INFORMATION
APPEARS ON YOUR OTHER DOCUMENTS**

CASE NUMBER:

COURT CASE NUMBER

**CHECK A BOX TO SHOW
WHAT THIS FORM IS BEING
ATTACHED TO**

CUSTODY AND VISITATION (PARENTING TIME) ORDER ATTACHMENT

- TO ☐ **Findings and Order After Hearing** (form FL-340) ☐ **Judgment** (form FL-180) ☐ **Judgment** (form FL-250)
☐ **Stipulation and Order for Custody and/or Visitation of Children** (form FL-355)
☐ Other (specify):

- Jurisdiction.** This court has jurisdiction to make child custody orders in this case under the Uniform Child Custody Jurisdiction and Enforcement Act (Family Code sections 3400–3465).
- Notice and opportunity to be heard.** The responding party was given notice and an opportunity to be heard, as provided by the laws of the State of California.
- Country of habitual residence.** The country of habitual residence of the child or children in this case is

☒ the United States ☐ Other (specify):

- Penalties for violating this order.** If you violate this order, you may be subject to civil or criminal penalties.

- ☐ **Child abduction prevention.** There is a risk that one of the parties will take the children out of California without the other party's permission. (*Child Abduction Prevention Order Attachment (form FL-341(B)) is attached and filed with this order.*)

**IF THE JUDGE MADE CHILD
ABDUCTION PREVENTION
ORDERS, CHECK #5 AND
COMPLETE FL-341(B)**

- ☒ **Child custody.** Custody of the minor children of the parties is awarded as follows:

CHECK THIS BOX IF THE COURT ADDRESSED CHILD CUSTODY.

Child's Name

Birth Date

Legal custody to:
(person who decides about the child's
health, education, and welfare)

Physical custody to:
(person the child
regularly lives with)

**CHILD'S FULL NAME
(OLDEST CHILD FIRST)**

**CHILD'S DATE OF BIRTH
MONTH / DAY / YEAR**

**WRITE IN THE NAME(S) OF WHO
WAS AWARDED LEGAL CUSTODY**

**WRITE IN THE NAME(S) OF WHO WAS
AWARDED PHYSICAL CUSTODY**

**IF THERE IS NO AGREEMENT AND THERE ARE ALLEGATIONS OF ABUSE,
COMPLETE #7 FOR CUSTODY.**

- ☐ **Child custody orders with allegations of a history of abuse or substance abuse**

(Do not complete this section if the parties have entered, or will enter into, an agreement on child custody and/or visitation (parenting time), in writing or stated in court.)

- Allegations have been raised in form FL-311, other documents filed in the court, or in a court hearing that

**CHECK WHO
THE
ALLEGATIONS
OF ABUSE ARE
AGAINST**

- ☐ petitioner ☐ respondent ☐ other parent/party has (or have) either:
- a history of abuse against any of the following persons: a child, the other parent, their current spouse, or the person they live with or are dating or engaged to; or
 - the habitual or continual illegal use of controlled substances, or the habitual or continual abuse of alcohol, or the habitual or continual abuse of prescribed controlled substances.

**COMPLETE
b OR c FOR
CUSTODY
ORDERS
MADE BY
THE JUDGE**

- ☐ The court does NOT grant sole or joint custody of the minor children to ☐ petitioner ☐ respondent ☐ other parent/party
- ☐ Even though there are allegations of a history of abuse or substance abuse, the court GRANTS sole or joint custody of the minor child as set out in item 6 for the following reasons: ☐ Attachment 7c.

THIS IS A COURT ORDER.

Page 1 of 4

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	FILL THIS OUT EXACTLY AS THE INFORMATION APPEARS ON YOUR OTHER DOCUMENTS	CASE NUMBER: <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;"> COURT CASE NUMBER </div>
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8. X **Visitation (Parenting Time)**

- a. ☐ Reasonable right of visitation to the party without physical custody (**not appropriate in cases involving domestic violence**)
- b. ☐ See the attached _____-page document
- c. ☐ The parties will go to child custody mediation or child custody recommendation (location):
- d. ☐ No Visitation (parenting time)
- e. ☐ Visitation (parenting time) for the ☐ petitioner ☐ respondent ☐ other (name):
will be as follows:

CHECK THE BOXES THAT
MATCH EXACTLY WHAT
THE COURT ORDERED.

(1) ☐ **Weekends starting (date):**

(Note: The first weekend of the month is the first weekend with a Saturday.)

☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th weekend of the month

from _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
(day of week) (time) ☐ after school

to _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
(day of week) (time) ☐ after school

(a) ☐ The parties will alternate the fifth weekends, with the ☐ petitioner ☐ respondent
☐ other parent/party having the initial fifth weekend, which starts (date):

(b) ☐ The ☐ petitioner ☐ respondent ☐ other parent/party will have the
fifth weekend in ☐ odd ☐ even numbered months.

(2) ☐ **Alternate weekends starting (date):**

from _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
(day of week) (time) ☐ after school

to _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
(day of week) (time) ☐ after school

(3) ☐ **Weekdays starting (date):**

from _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
(day of week) (time) ☐ after school

to _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
(day of week) (time) ☐ after school

(4) ☐ **Other visitation (parenting time) days and restrictions are:** ☐ listed in Attachment 7e(4) ([form MC-025](#) may be used for this purpose) ☐ as follows:

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	FILL THIS OUT <u>EXACTLY</u> AS THE INFORMATION APPEARS ON YOUR OTHER DOCUMENTS	CASE NUMBER: <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;"> COURT CASE NUMBER </div>
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9. ☐ **Visitation (parenting time) with allegations of a history of abuse, substance abuse, or other parenting concerns**

a. ☐ **Supervised visitation (parenting time).**

(1) Until ☐ further order of the court ☐ other (specify):

☐ petitioner ☐ respondent ☐ other parent/party

will have supervised visitation (parenting time) with the minor children according to the schedule on page 2.

(2) In addition, **Supervised Visitation Order (form FL-341(A) is attached.**

IF THE COURT MADE ORDERS FOR SUPERVISED
 VISITATION WHERE THERE ARE ALLEGATIONS OF
 ABUSE, COMPLETE #9 a.

b. ☐ **Unsupervised visitation (parenting time)**

(Do not complete this section if the parties have
 visitation (parenting time), in writing or stated in court.)

IF THE COURT MADE ORDERS FOR UNSUPERVISED VISITATION WHERE
 THERE ARE ALLEGATIONS OF ABUSE AND THERE IS NO AGREEMENT,
 COMPLETE #9 b.

(1) Even though there are allegations of a history of abuse or substance abuse under Family Code section 3011, the

☐ petitioner ☐ respondent ☐ other parent/party (name):

has (or have) unsupervised visitation (parenting time) with the minor children as set forth in 8.

(2) The reasons for granting unsupervised visitation to the person(s) alleged to have a history of abuse or
 substance abuse are: ☐ as follows: ☐ [Attachment 9b.](#)

(3) The orders for visitation (parenting time) are specific as to time, day, place, and manner of transfer of the child,
 as Family Code section 6323(c) requires.

10. ☐ **Transportation for visitation (parenting time) and place of exchange**

a. The children must be driven only by a licensed and insured driver, as required by law, and must have child restraint devices properly installed, as required by law.

b. ☐ Transportation **to** begin the visits will be provided by the ☐ petitioner ☐ respondent
☐ other (specify):

c. ☐ Transportation **from** the visits will be provided by the ☐ petitioner ☐ respondent
☐ other (specify):

d. ☐ The exchange point at the beginning of the visit will be at (address):

e. ☐ The exchange point at the end of the visit will be at (address):

f. ☐ During the exchanges, the party driving the children will wait in the car and the other party will wait in the home (or
 exchange location) while the children go between the car and the home (or exchange location).

g. ☐ Other (specify):

CHECK THE BOXES THAT MATCH EXACTLY WHAT THE COURT
 ORDERED. MAKE SURE YOU GIVE ALL OF THE INFORMATION
 REQUESTED NEXT TO THE BOXES YOU CHECK.

11. ☐ **Travel with children.** The ☐ petitioner ☐ respondent ☐ other parent/party(name):

must have written permission from the other parent or a court order to take the children out of

a. ☐ the state of California.

b. ☐ the following counties (specify):

c. ☐ other places (specify):

THIS IS A COURT ORDER.

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	<div style="border: 2px solid red; padding: 5px; text-align: center;"> FILL THIS OUT EXACTLY AS THE INFORMATION APPEARS ON YOUR OTHER DOCUMENTS </div>	CASE NUMBER: <div style="border: 2px solid red; padding: 5px; text-align: center;"> COURT CASE NUMBER </div>
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12. ☐ **Holiday schedule.** The children will spend holiday time as listed ☐ below ☐ in the attached schedule. (*Children's Holiday Schedule Attachment (form FL-341(C))* may be used for this purpose.)

**CHECK THE BOXES THAT MATCH EXACTLY WHAT
THE COURT ORDERED. MAKE SURE YOU GIVE
ALL OF THE INFORMATION REQUESTED NEXT TO
THE BOXES YOU CHECK.**

13. ☐ **Additional custody provisions.** The parties will follow the additional custody provisions listed ☐ below ☐ in the attached schedule. (*Additional Provisions—Physical Custody Attachment (form FL-341(D))* may be used for this purpose.)

14. ☐ **Joint legal custody.** The parties will share joint legal custody as listed ☐ below ☐ in the attached schedule. (*Joint Legal Custody Attachment (form FL-341(E))* may be used for this purpose.)

15. **Access to children's records.** Both the custodial and noncustodial parent have the right to access records and information about their minor children (including medical, dental, and school records) and consult with professionals who are providing services to the children.

16. ☐ **Other (specify):**

THIS IS A COURT ORDER.

SHORT TITLE:

FILL THIS OUT EXACTLY AS IT APPEARS
ON YOUR OTHER DOCUMENTS

CASE NUMBER:

CASE NUMBER

ATTACHMENT (Number): WRITE IN 'Attachment 7 FL-340'

(This Attachment may be used with any Judicial Council form.)

WRITE "OTHER ORDER ATTACHMENT TO FINDINGS AND ORDER AFTER HEARING"

READ THE MINUTES AND WRITE IN HERE
ALL ORDERS MADE AT THE HEARING
 THAT YOU HAVE NOT ALREADY WRITTEN
 IN ANOTHER ATTACHMENT. DO NOT
 ADD OR LEAVE OUT ANY ORDERS. THE
 ORDERS MUST MATCH THE CLERK'S
 MINUTES EXACTLY.

USE THIS FORM ONLY IF THE COURT TALKED ABOUT
 OTHER ISSUES IN THE MINUTES

(If the item that this Attachment concerns is made under penalty of perjury, all statements in this
 Attachment are made under penalty of perjury.)

Page _____ of _____

(Add pages as required)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> YOUR NAME YOUR STREET ADDRESS YOUR CITY, STATE, and ZIP CODE </div> TELEPHONE NO.: TELEPHONE # FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):		FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF COUNTY NAME STREET ADDRESS: COURT'S PHYSICAL ADDRESS MAILING ADDRESS: CITY AND ZIP CODE: COURT'S CITY, STATE, and ZIP CODE BRANCH NAME:		
PETITIONER: FILL THIS OUT EXACTLY AS THE INFORMATION APPEARS ON YOUR OTHER DOCUMENTS RESPONDENT:		
NOTICE OF ENTRY OF JUDGMENT		CASE NUMBER: <div style="border: 1px solid red; padding: 2px; text-align: center;"> COURT CASE NUMBER </div>

You are notified that the following judgment was entered on (date):

1. ☐ Dissolution
2. ☐ Dissolution—status only
3. ☐ Dissolution—reserving jurisdiction over termination of marital status or domestic partnership
4. ☐ Legal separation
5. ☐ Nullity
6. ☐ Parent-child relationship
7. ☐ Judgment on reserved issues
8. ☒ Other (specify):

WRITE IN :
"FINDINGS AND ORDER AFTER HEARING HELD ON" (THEN WRITE IN THE DATE OF THE HEARING)

Date:

Clerk, by _____, Deputy

—NOTICE TO ATTORNEY OF RECORD OR PARTY WITHOUT ATTORNEY—

Under the provisions of Code of Civil Procedure section 1952, if no appeal is filed the court may order the exhibits destroyed or otherwise disposed of after 60 days from the expiration of the appeal time.

STATEMENT IN THIS BOX APPLIES ONLY TO JUDGMENT OF DISSOLUTION

Effective date of termination of marital or domestic partnership status (specify):

WARNING: Neither party may remarry or enter into a new domestic partnership until the effective date of the termination of marital or domestic partnership status, as shown in this box.

CLERK'S CERTIFICATE OF MAILING

I certify that I am not a party to this cause and that a true copy of the *Notice of Entry of Judgment* was mailed first class, postage fully prepaid, in a sealed envelope addressed as shown below, and that the notice was mailed

at (place): _____, California, on (date): _____

Date:

IF DCSS IS INVOLVED IN YOUR CASE, YOU WILL ALSO NEED TO FIT THE AGENCY'S ADDRESS IN THIS AREA

_____, Deputy

Name and address of petitioner or petitioner's attorney <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> PETITIONER'S NAME PETITIONER'S ADDRESS PETITIONER'S CITY, STATE, and ZIP CODE </div>	Name and address of respondent or respondent's attorney <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> RESPONDENT'S NAME RESPONDENT'S STREET ADDRESS RESPONDENT'S CITY, STATE, and ZIP CODE </div>
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ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> YOUR NAME YOUR STREET ADDRESS YOUR CITY, STATE, ZIP </div> TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____		FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF <div style="border: 1px solid red; padding: 2px 10px;">COUNTY NAME</div> STREET ADDRESS: _____ MAILING ADDRESS: <div style="border: 1px solid red; padding: 2px 10px;">COURT'S PHYSICAL ADDRESS</div> CITY AND ZIP CODE: <div style="border: 1px solid red; padding: 2px 10px;">COURT'S CITY, STATE, ZIP CODE</div> BRANCH NAME: _____		
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ OTHER PARENT/PARTY: _____		CASE NUMBER: <div style="border: 1px solid red; padding: 2px 10px;">CASE NUMBER</div> (If applicable, provide): HEARING DATE: _____ HEARING TIME: _____ DEPT.: _____
PROOF OF SERVICE BY MAIL		

NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.

2. My residence or business address is:

SERVER'S STREET ADDRESS
 SERVER'S CITY, STATE, ZIP

3. I served a copy of the following documents (*specify*):

WRITE IN THE NAME AND FORM NUMBER OF THE DOCUMENT YOU ARE HAVING SERVED.

by enclosing them in an envelope AND

CHECK THE APPROPRIATE BOX

- a. ☐ depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.
- b. ☐ placing the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

4. The envelope was addressed and mailed as follows:

- a. Name of person served:

OTHER PARTY'S NAME
- b. Address:

ADDRESS WHERE THE DOCUMENTS WERE MAILED
- c. Date mailed:

DATE MAILED
- d. Place of mailing (*city and state*):

CITY AND STATE WHERE MAILED

5. ☐ I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (*Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order* (form FL-334) may be used for this purpose.)

6. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

DATE

PRINT SERVER'S NAME

SIGNATURE OF SERVER

(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON COMPLETING THIS FORM)