

## Stipulation to Extend Time for Service and/or Finish a Family Law Case

<b>Step 1</b>	<b>Complete the attached form</b> in blue or black ink. Both parties must sign and date this form.
<b>Step 2</b>	<b>Envelopes:</b> Fill out two stamped envelopes, one addressed to each party. If you do not provide envelopes, the court will not send you a copy of the filed order.
<b>Step 3</b>	<p><b>Submit:</b> You have three options:</p> <p><b>In-Person:</b> Go to the Clerk’s Office located at 201 N. First Street, San Jose, CA 95113. The Clerk’s Office opens at 8:30am Monday-Friday, closing times are subject to change, visit <a href="http://www.scscourt.org">www.scscourt.org</a> or call <b>408-534-5600</b> for current office hours.</p> <p><b>Mail:</b> Mail the original complete form, 2 copies, envelopes and fee at: Attn: Family Court Clerk’s Office 191 North First Street, San Jose, CA 95113.</p> <p><b>Dropbox:</b> Place the original completed form, 2 copies, envelopes and fee in a large manila envelope and place it in the dropbox in the lobby of the Family Justice Center Courthouse located at 201 N. First Street, San Jose, CA 95113 Dropbox Hours: Monday-Friday 8:00am to 5:00pm</p>
<b>Step 4</b>	<b>Wait:</b> The Clerk’s Office will forward your form to the Judge for review. Once the Judge has signed the form it will be returned to the Clerk’s Office for processing. The Clerk’s Office will mail a copy of the form back to you in the envelopes provided.
<b>STEP 5</b>	<b>Request a Review for Finalization:</b> Once you receive a filed copy of the stipulation, submit a request online to have your case reviewed for finalization by going to <a href="http://www.scscourt.org">www.scscourt.org</a> , click “Contact the Self Help Center” then click on “Click here” next to “Divorce Case Review”. Then complete and submit the online form.

### WHY DO WE NEED A STIPULATION (AGREEMENT) TO EXTEND TIME?

The law states that a case must be served on the Respondent within 3 years and must be finished within 5 years. This stipulation states that you both agree to waive this rule so that you can proceed in this case. This will only work if parties are in contact with each other and both agree to it.

### DOES THIS FORM MEAN MY CASE IS FINISHED?

No. Once this form has been signed by the Judge and filed, you will still need to take additional steps to finish your case. Please follow step 5 to request a case review so we can determine your next steps.

Superior Court, County of Santa Clara  
**Self-Help Center/Family Law Facilitator’s Office**  
 201 N. First Street, San Jose, CA 95113

#### ONLINE SELF HELP:

County: [www.scscourt.org](http://www.scscourt.org)

State: [selfhelp.courts.ca.gov](http://selfhelp.courts.ca.gov)

#### EMAIL US:

[www.scscourt.org](http://www.scscourt.org)

click “Contact the Self-Help Center”

#### CALL US:

408-882-2926 (Self-Help)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA

In re matter of:

Petitioner

and

Respondent

CASE NUMBER:

Stipulation to Extend Time

For Service

To Bring Action to Trial

DEPARTMENT:

\_\_\_\_\_  
PETITIONER, \_\_\_\_\_ and RESPONDENT, \_\_\_\_\_

are both present and voluntarily stipulate to the following:

- Pursuant to California Code of Civil Procedure Section 583.230, the time for service upon Respondent of the summons and petition is extended.
- Pursuant to California Code of Civil Procedure Section 583.330, the time to bring this action to trial is extended.

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

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

So ordered.

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

\_\_\_\_\_  
Judge of the Superior Court