SAMPLES

RESPONDENT'S PDOD

Use the samples to help you complete the packet of blank forms.

Rev. 5/27/2016

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address):* YOUR NAME YOUR ADDRESS TELEPHONE NO.: FAX NO. : E-MAIL ADDRESS: ATTORNEY FOR (*Name*): Self-Represented	**SAMPLE ONLY Do not write on this copy!**
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 201 N. First Street, San Jose, CA 95113 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113 CITY AND ZIP CODE: BRANCH NAME: Family Division	
PETITIONER: PETITIONER'S NAME RESPONDENT: RESPONDENT'S NAME OTHER PARENT/PARTY:	
DECLARATION OF DISCLOSURE ☐ Petitioner's ☒ Preliminary ☒ Respondent's ☐ Final	CASE NUMBER: YOUR CASE NUMBER

DO NOT FILE DECLARATIONS OF DISCLOSURE OR FINANCIAL ATTACHMENTS WITH THE COURT

In a dissolution, legal separation, or nullity action, both a preliminary and a final declaration of disclosure must be served on the other party with certain exceptions. Neither disclosure is filed with the court. Instead, a declaration stating that service of disclosure documents was completed or waived must be filed with the court (see form FL-141).

- *In summary dissolution cases, each spouse or domestic partner must exchange preliminary disclosures as described in* Summary Dissolution Information *(form FL-810). Final disclosures are not required (see Family Code section 2109).*
- *In a default judgment case that is not a stipulated judgment or a judgment based on a marital settlement agreement, only the petitioner is required to complete and serve a preliminary declaration of disclosure. A final disclosure is not required of either party (see Family Code section 2110).*
- *Service of preliminary declarations of disclosure may not be waived by an agreement between the parties.*
- *Parties who agree to waive final declarations of disclosure must file their written agreement with the court (see form FL-144).*

The petitioner must serve a preliminary declaration of disclosure at the same time as the Petition or within 60 days of filing the Petition. The respondent must serve a preliminary declaration of disclosure at the same time as the Response or within 60 days of filing the Response. The time periods may be extended by written agreement of the parties or by court order (see Family Code section 2104(f)).

Attached are the following:

1. ☐ A completed *Schedule of Assets and Debts* (form FL-142) or ☒ A *Property Declaration* (form FL-160) for *(specify):*
   ☒ Community and Quasi-Community Property ☒ Separate Property.
2. ☒ A completed *Income and Expense Declaration* (form FL-150).
3. ☒ All tax returns filed by the party in the two years before the date that the party served the disclosure documents.
4. ☐ A statement of all material facts and information regarding valuation of all assets that are community property or in which the community has an interest *(not a form)*.
5. ☐ A statement of all material facts and information regarding obligations for which the community is liable *(not a form)*.
6. ☐ An accurate and complete written disclosure of any investment opportunity, business opportunity, or other income-producing opportunity presented since the date of separation that results from any investment, significant business, or other income-producing opportunity from the date of marriage to the date of separation (*not a form*).

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

Date: TODAY'S DATE

PRINT YOUR NAME HERE — SIGN YOUR NAME HERE

(TYPE OR PRINT NAME) — SIGNATURE

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address)* :

YOUR NAME
YOUR ADDRESS

TELEPHONE NO.: YOUR PHONE NUMBER

E-MAIL ADDRESS *(Optional)* :

ATTORNEY FOR *(Name)*: SELF-REPRESENTED

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara

STREET ADDRESS: 201 N. First Street, San Jose, CA 95113

MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113

CITY AND ZIP CODE: Family Division

BRANCH NAME:

FOR COURT USE ONLY

SAMPLE ONLY
Do not write on this copy!

PETITIONER/PLAINTIFF:

RESPONDENT/DEFENDANT:

OTHER PARENT/CLAIMANT:

PETITIONER=NAME PERSON WHO STARTED THIS COURT CASE*
RESPONDENT=THE OTHER PERSON'S NAME IN THE CASE*
*IF YOU ARE OPENING THIS COURT CASE BRAND NEW, YOU ARE THE PETITIONER
*IF YOU HAVE A PREVIOUS COURT CASE TOGETHER, LOOK AT WHAT YOUR OLD PAPERS SAY
*IF YOU HAVE A PREVIOUS COURT CASE AND DON'T KNOW, ASK THE COURT STAFF

INCOME AND EXPENSE DECLARATION

COURT CASE NUMBER, IF YOU HAVE ONE

1. **Employment** *(Give information on your current job or, if you're un*

FILL IN THIS SECTION ABOUT YOUR JOB

NOTE: IF YOU DO NOT HAVE A JOB RIGHT NOW, TELL THE COURT ABOUT THE LAST JOB YOU HAD AND WHEN YOUR JOB ENDED.

(NAME OF EMPLOYER, ADDRESS, PHONE NUMBER, JOB TITLE, DATE OF EMPLOYMENT AND SALARY).

Attach copies of your pay stubs for last two months (black out social security numbers).

a. Employer:
b. Employer's address:
c. Employer's phone number:
d. Occupation:
e. Date job started:
f. If unemployed, date job ended:
g. I work about hours per week.
h. I get paid $ gross (b

(If you have more than one job, attach an 8 1/2-by-11-inch sheet of paper and list the same information as above for your other jobs. Write "Question 1 - Other Jobs" at the top.)

TELL THE COURT ABOUT YOUR EDUCATION INCLUDING ANY DEGREES OR LICENSES YOU EARNED.

2. **Age and education**
   a. My age is *(specify)*: YOUR AGE
   b. I have completed high school or the equivalent: ☐ Yes ☐ No If no, highest grade completed *(specify)*: GRADE FINISHED
   c. Number of years of college completed *(specify)*: ☐ Degree(s) obtained *(specify)*: DEGREE EARNED
   d. Number of years of graduate school completed *(specify)*: ☐ Degree(s) obtained *(specify)*: DEGREE EARNED
   e. I have: ☐ professional/occupational license(s) *(specify)*: LICENSES EARNED
   ☐ vocational training *(specify)*: JOB TRAINING COMPLETED
3. **Tax information** THE MOST RECENT YEAR YOU FILED TAXES
   a. ☐ I last filed taxes for tax year *(specify year)*:
   b. My tax filing status is ☐ single ☐ head of household ☐ married, filing separately
   ☐ married, filing jointly with *(specify name)*:
   CHECK THE BOX THAT APPLIES TO YOU
   c. I file state tax returns in ☐ California ☐ other *(specify state)*: WHERE DO YOU FILE STATE TAXES?
   d.) on my taxes *(specify)*:
   TELL THE COURT HOW MANY EXEMPTIONS YOU CLAIM
4. **Other party's income.** I estimate the gross monthly income (before taxes) of the other party in this case at *(specify)*: $
   This estimate is based on *(explain)*:

HOW MUCH DO YOU THINK THE OTHER PARTY EARNS BEFORE TAXES AND HOW DID YOU COME UP WITHT THAT AMOUNT?
IMPORTANT: IF YOU DO NOT PUT AN AMOUNT HERE, THE COURT MAY NOT BE ABLE TO ORDER OR MODIFY SUPPORT.

question number before your answer.) Number of pages attached: ______

I declare under penalty of perjury under the laws of the State of California that the information contained on all pages of this form and any attachments is true and correct.

Date: TODAY'S DATE

PRINT YOUR NAME HERE
(TYPE OR PRINT NAME)

SIGN YOUR NAME HERE
(SIGNATURE OF DECLARANT)

PETITIONER/PLAINTIFF:	PETITIONER'S NAME	CASE NUMBER:
RESPONDENT/DEFENDANT:	RESPONDENT'S NAME	COURT CASE NUMBER, IF YOU HAVE ONE
OTHER PARENT/CLAIMANT:	OTHER PARENT/PARTY'S NAME (IF APPLICABLE)	

Attach copies of your pay stubs for the last two months and proof of any other income. Take a copy of your latest federal tax return to the court hearing. ***(Black out your social security number on the pay stub and tax return.)***

5. **Income** *(For average monthly, add up all the income you received in each category in the last 12 months and*

IN THE FIRST COLUMN LABELED "THIS MONTH"
LIST THE AMOUNT EARNED LAST MONTH ONLY FOR EACH ITEM a-l.
EXAMPLE: IF YOU MADE $2,000 LAST MONTH IN SALARY, YOU WOULD FILL IN $2,000 IN LINE a.

IN THE SECOND COLUMN LABELED "AVERAGE MONTHLY"
ADD UP THE AMOUNT EARNED FOR EACH LINE OVER THE LAST 12 MONTHS AND DIVIDE BY 12 TO GET THE AVERAGE AMOUNT EARNED FOR THAT LINE.
EXAMPLE: IF YOU EARNED $50,000 IN SALARY OVER THE LAST 12 MONTHS, YOU WILL DIVIDE THAT BY 12 AND THE AVERAGE MONTHLY FOR SALARY IS $4,166.

	Last month	Average monthly
a. S	$ $2,000	$4166
b. O	$	
c. C	$	
d. P	$	
e. S	$	
f. P ... nership	$	
g. P	$	
h. S	$	
i. D ... surance.	$	
j. U	$	
k. W	$	
l. Other (military BAQ, royalty payments, etc.) *(specify)* :	$	

6. **Investment income** *(Attac... ch piece of property.)*

IF YOU RECEIVE ANY INCOME FROM THE SOURCES LISTED HERE FILL IN THE AMOUNT EARNED FOR "LAST MONTH" IN COLUMN 1 AND THE "AVERAGE MONTHLY" IN COLUMN 2.

a. Dividends/interest	$	
b. Rental property income	$	
c. Trust income	$	
d. Other *(specify)* :	$	

7. **Income**

IF YOU ARE SELF-EMPLOYED: FILL IN THIS SECTION AND ATTACH A PROFIT AND LOSS STATEMENT FOR THE PAST 2 YEARS OR A SCHEDULE C FROM YOUR LAST FEDERAL TAX RETURN.

I am the ☐ owner/sole proprietor ☐ business partner ☐ other *(specify)* :

Number of years in this business *(specify)* :

Name of business *(specify)* :

Type of business *(specify)* :

ARE YOU A SOLE OWNER OR ARE YOU A BUSINESS PARTNER?
HOW LONG HAVE YOU BEEN IN BUSINESS?
WHAT IS THE NAME OF YOUR BUSINESS?
WHAT TYPE OF BUSINESS DO YOU OWN?

Attach a profit and loss statement for the last two years ... r social security number. If you have more than one business, provide the information above for each of your businesses.

8. ☐ **Additional income.** I received one-time money (lottery winnings, inheritance, etc.) in the last 12 months *(specify source and amount)* :

IF YOU HAD ANY ONE-TIME EARNINGS DURING THE LAST 12 MONTHS FILL IN THIS SECTION.

9. ☐ **Change in income.** My financial situation has changed significantly over the last 12 months because *(specify)* :

IF YOU HAD A MAJOR CHANGE IN INCOME OVER THE PAST 12 MONTHS EXPLAIN HERE.

10. **Deductions**

FILL IN THIS SECTION IF YOU HAD MONEY DEDUCTED FROM LAST MONTH'S PAYCHECK FOR ANY OF THE ITEMS BELOW.

	Last month
a. Required union d...	$
b. Required retirement payments (not social security, FICA, 401(k), or IRA)	$
c. Medical, hospital, dental, and other health insurance premiums *(total monthly amount)*	$
d. Child support that I pay for children from other relationships	$
e. Spousal support that I pay by court order from a different marriage	$
f. Partner support that I pay by court order from a different domestic partnership	$
g. Necessary job-related expenses not reimbursed by my employer *(attach explanation labeled "Question 10g")*	$

11. **Assets**

FILL IN THIS SECTION IF YOU HAVE ANY OF THE ASSETS LISTED BELOW.

	Total
a. Cash and checking accounts, savings, credit union, money market, and other deposit accounts	$
b. Stocks, bonds, and other assets I could easily sell	$
c. All other property, ☐ real and ☐ personal *(estimate fair market value minus the debts you owe)*	$

PETITIONER/PLAINTIFF:	PETITIONER'S NAME	CASE NUMBER:
RESPONDENT/DEFENDANT:	RESPONDENT'S NAME	COURT CASE NUMBER, IF YOU HAVE ONE
OTHER PARENT/CLAIMANT:	OTHER PARENT/PARTY'S NAME (IF APPLICABLE)	

12. **The following people live with me:**

Name	Age	How the person is related to me? *(ex: son)*	That person's gross monthly income	Pays some of the household expenses?
a.–e. LIST ANYONE WHO LIVES WITH YOU HERE, INCLUDING CHILDREN, ROOMMATES, FAMILY ETC.	AGE	RELATIONSHIP TO EACH PERSON LISTED	HOW MUCH MONEY DOES EACH PERSON EARN PER MONTH?	DO ANY OF THE PEOPLE LISTED HELP PAY THE HOUSEHOLD EXPENSES? Yes / No

FILL IN THE SECTION BELOW WITH YOUR OWN NUMBERS, THIS IS JUST A SAMPLE!!!

13. **Average monthly expenses** ☐ Estimated expenses ☐ Actual expenses ☐ Proposed needs — CHECK ONE

a. Home:
   (1) ☒ Rent or ☐ mortgage .... $ 400.00
   If mortgage:
   (a) average principal: $ NONE
   (b) average interest: $ NONE
   (2) Real property taxes .... $ NONE
   (3) Homeowner's or renter's insurance (if not included above) .... $ 30.00
   (4) Maintenance and repair .... $ NONE

b. Health-care costs not paid by insurance .... $ NONE

c. Child care .... $ 500.00

d. Groceries and household supplies .... $ 300.00

e. Eating out .... $ 100.00

f. Utilities (gas, electric, water, trash) .... $ 150.00

g. Telephone, cell phone, and e-mail .... $ 80.00

h. Laundry and cleaning .... $ 20.00

i. Clothes .... $ 50.00

j. Education .... $ NONE

k. Entertainment, gifts, and vacation .... $ 100.00

l. Auto expenses and transportation (insurance, gas, repairs, bus, etc.) .... $ 60.00

m. Insurance (life, accident, etc.; do not include auto, home, or health insurance) $ 50.00

n. Savings and investments .... $ 40.00

o. Charitable contributions .... $ NONE

p. Monthly payments listed in item 14 *(itemize below in 14 and insert total here)* $ 155.00

q. Other *(specify)* : .... $

r. **TOTAL EXPENSES** (a-q) *(do not add in the amounts in a(1)(a) and (b))* $ 2,035.00

s. **Amount of expenses paid by others** $ 400.00

14. **Installment payments and debts not listed above**

Paid to	For	Amount	Balance	Date of last payment
VISA	GENERAL PURCHASES	$ 100.00	$ 3,000.00	6/2013
KOHL'S	CLOTHING	$ 55.00	$ 1,000.00	5/2013
		$	$	
		$	$	
		$	$	
		$	$	

15. **Attorne**
a. To d
b. The
c. I stil
d. My a

ONLY COMPLETE THIS SECTION IF YOU HAD AN ATTORNEY AND WANT THE OTHER PARTY TO PAY FOR YOUR ATTORNEY.

I confirm this

Date: DATE YOUR ATTORNEY SIGNS THIS FORM

YOUR ATTORNEY PRINTS HIS/HER NAME HERE ▶ YOUR ATTORNEY SIGNS HIS/HER NAME HERE

PETITIONER/PLAINTIFF:	PETITIONER'S NAME	CASE NUMBER:
RESPONDENT/DEFENDANT:	RESPONDENT'S NAME	COURT CASE NUMBER, IF YOU HAVE ONE
OTHER PARENT/CLAIMANT:	OTHER PARENT/PARTY'S NAME (IF APPLICABLE)	

ONLY FILL OUT THIS PAGE IF YOU HAVE CHILDREN WITH THE OTHER PERSON IN THIS CASE

16. **Number of** children

a. I have *(specify number)* : children u

HOW MANY CHILDREN DO YOU HAVE TOGETHER?

b. The children spend percent of their time with me and percent of their time with the other parent.

(I ... e.)

FILL IN THE PERCENT OF TIME THE CHILD(REN) SPEND WITH EACH PARENT. IF YOU ARE UNSURE OF THE PERCENTAGES, DESCRIBE YOUR PARENTING SCHEDULE HERE.

FOR EXAMPLE: THE CHILDREN LIVE WITH ME AND ARE WITH THE OTHER PARENT EVERY 1ST AND 3RD WEEKEND FROM FRIDAY AT 6PM TO SUNDAY AT 6PM.

17. **Children's health-care expenses**

CHECK ONE

a. ☐ I do ☐ I do not have health insurance available to me for the children through my job.

b. Name of insurance company:

c. Address of insurance company:

IF YOU CHECKED "I DO", FILL IN THE NAME AND ADDRESS OF YOUR INSURANCE COMPANY AND HOW MUCH IT COSTS.

d. The monthly cost for the **children's** health insurance is or would be *(specify)* : $

(Do not include the amount your employer pays.)

FILL IN ITEM a-d IF APPLICABLE.

18. **Additional expenses for the children in this case**

	Amount per month
a. Child care so I can work or get job training	$
b. Children's health care not covered by insurance	$
c. Travel expenses for visitation	$
d. Children's educational or other special needs *(specify below)* :	$

FILL IN ITEMS a-c AND DESCRIBE THE HARDSHIP BELOW.

19. **Special hardships.** I ask the court to consider the following special financial circumstances *(attach documentation of any item listed here, including court orders)* :

	Amount per month	For how many months?
a. Extraordinary health expenses not included in 18b	$	
b. Major losses not covered by insurance (examples: fire, theft, other insured loss)	$	
c. (1) Expenses for my minor children who are from other relationships and are living with me	$	

(2) Names and ages of those children *(specify)* :

(3) Child support I receive for those children $

The expenses listed in a, b and c create an extreme financial hardship because *(explain)* :

20. **Other information I want the court to know concerning support in my case** *(specify)* :

WRITE ANY INFORMATION HERE THAT YOU WANT THE COURT TO KNOW REGARDING CHILD SUPPORT IN THIS CASE.

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address):*

YOUR NAME
YOUR ADDRESS

TELEPHONE NO.: FAX NO. :
E-MAIL ADDRESS:
ATTORNEY FOR (*Name*): **Self-Represented**

SAMPLE ONLY Do not write on this copy!

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara
STREET ADDRESS: 201 N. First Street, San Jose, CA 95113
MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113
CITY AND ZIP CODE:
BRANCH NAME: Family Division

PETITIONER: PETITIONER'S NAME
RESPONDENT: RESPONDENT'S NAME
OTHER PARENT/PARTY:

☐ **PETITIONER'S** ☒ **RESPONDENT'S**
☐ **COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION**
☒ **SEPARATE PROPERTY DECLARATION**

CASE NUMBER:
YOUR CASE NUMBER

See *Instructions* on page 4 for information about completing this form. For additional space, use *Continuation of Property Declaration* (form FL-161).

A	B	C -	D =	E	F	
ITEM NO. BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER	RESPONDENT
1. REAL ESTATE EXAMPLE: NONE		$	$	$	$	$
2. HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES						
3. JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.						
4. VEHICLES, BOATS, TRAILERS EXAMPLE: 2000 FORD EXPLORER	2/15/05	$2,000	0	$2,000	$2,000	$0
5. SAVINGS ACCOUNTS						
6. CHECKING ACCOUNTS						

LIST THE ASSETS YOU HAD BEFORE THE MARRIAGE; ANYTHING YOU RECEIVED FROM ANY INHERITANCE OR GIFT (AT ANY TIME); OR ANYTHING YOU BOUGHT WITH YOUR OWN MONEY AFTER THE SEPARATION

NOTE: IF YOU DON'T HAVE ANY, PUT "NONE" UNDER THAT CATEGORY.

Form Approved for Mandatory Use
Judicial Council of California
FL-160 [Rev. July 1, 2013]

PROPERTY DECLARATION
(Family Law)

Family Code, §§ 115, 2104, 2500-2660
www.courts.ca.gov

A	B	C -	D =	E	F	
ITEM NO. BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER	RESPONDENT
7. CREDIT UNION, OTHER DEPOSITORY ACCOUNTS		$	$	$	$	$
8. CASH						
9. TAX REFUND						
10. LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE						
11. STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS						
12. RETIREMENT AND PENSIONS						
13. PROFIT-SHARING, IRAS, DEFERRED COMPENSATION, ANNUITIES						
14. ACCOUNTS RECEIVABLE, UNSECURED NOTES						
15. PARTNERSHIP, OTHER BUSINESS INTERESTS						
16. OTHER ASSETS						
17. ASSETS FROM CONTINUATION SHEET						
18. TOTAL ASSETS		$2,000	0	$2,000	$2,000	$0

LIST THE ASSETS YOU HAD BEFORE THE MARRIAGE; ANYTHING YOU RECEIVED FROM ANY INHERITANCE OR GIFT (AT ANY TIME); OR ANYTHING YOU BOUGHT WITH YOUR OWN MONEY AFTER THE SEPARATION

NOTE: IF YOU DON'T HAVE ANY, PUT "NONE" UNDER THAT CATEGORY.

LIST THE DEBTS YOU HAD BEFORE THE MARRIAGE OR AFTER THE SEPARATION.

NOTE: IF YOU DON'T HAVE ANY, PUT "NONE" UNDER THAT CATEGORY.

A	B	C	D	
ITEM NO. DEBTS— SHOW TO WHOM OWED	DATE INCURRED	TOTAL OWING	PROPOSAL FOR DIVISION Award or Confirm to:	
			PETITIONER	RESPONDENT
19. STUDENT LOANS		$	$	$
20. TAXES				
21. SUPPORT ARREARAGES				
22. LOANS—UNSECURED				
23. CREDIT CARDS EXAMPLE: VISE CREDIT CARD	4/15/07	$5,000	$5,000	$0
24. OTHER DEBTS				
25. OTHER DEBTS FROM CONTINUATION SHEET				
26. TOTAL DEBTS		$5,000	$5,000	$0

☐ A *Continuation of Property Declaration* (form FL-161) is attached and incorporated by reference.

I declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the foregoing is a true and correct listing of assets and obligations and the amounts shown are correct.

Date: TODAY'S DATE

PRINT YOUR NAME HERE
(TYPE OR PRINT NAME)

SIGN YOUR NAME HERE
SIGNATURE

INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM FL-160

Property Declaration (form FL-160) is a multipurpose form, which may be filed with the court as an attachment to a *Petition* or *Response* or served on the other party to comply with disclosure requirements in place of a *Schedule of Assets and Debts* (form FL-142). Courts may also require a party to file a *Property Declaration* as an attachment to a *Request to Enter Default* (form FL-165) or *Judgment* (form FL-180).

When filing a *Property Declaration* with the court, do not include private financial documents listed below.

Identify the type of declaration completed

1. Check "Community and Quasi-Community Property Declaration" on page 1 to use *Property Declaration* (form FL-160) to provide a combined list of community and quasi-community property assets and debts. Quasi-community property is property you own outside of California that would be community property if it were located in California.

2. Do not combine a separate property declaration with a community and quasi-community property declaration. Check "Separate Property Declaration" on page 1 when using *Property Declaration* to provide a list of separate property assets and debts.

Description of the Property Declaration chart

Pages 1 and 2

1. Column A is used to provide a brief description of each item of separate or community or quasi-community property.
2. Column B is used to list the date the item was acquired.
3. Column C is used to list the item's gross fair market value (an estimate of the amount of money you could get if you sold the item to another person through an advertisement).
4. Column D is used to list the amount owed on the item.
5. Column E is used to indicate the net fair market value of each item. The net fair market value is calculated by subtracting the dollar amount in column D from the amount in column C ("C minus D").
6. Column F is used to show a proposal on how to divide (or confirm) the item described in column A.

Page 3

1. Column A is used to provide a brief description of each separate or community or quasi-community property debt.
2. Column B is used to list the date the debt was acquired.
3. Column C is used to list the total amount of money owed on the debt.
4. Column D is used to show a proposal on how to divide (or confirm) the item of debt described in column A.

When using this form only as an attachment to a *Petition* or *Response*

1. Attach a *Separate Property Declaration* to respond to item 4. Only columns A and F on pages 1 and 2, and columns A D on page 3 are required.
2. Attach a *Community or Quasi-Community Declaration* to respond to item 5, and complete column A on all pages.

When serving this form on the other party as an attachment to *Declaration of Disclosure (*form FL-140)

1. Complete columns A through E on pages 1 and 2, and columns A through C on page 3.
2. Copies of the following documents must be attached and served on the other party:
   (a) *For real estate* (item 1): deeds with legal descriptions and the latest lender's statement.
   (b) *For vehicles, boats, trailers* (item 4): the title documents.
   (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
   (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
   (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
   (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
   (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
   (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
   (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
   (j) *For other assets* (item 16): the most current statement, title document, or declaration.
   (k) *For support arrearages* (item 21): orders and statements.
   (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
3. Do not file copies of the above private financial documents with the court.

When filing this form with the court as a attachment to *Request to Enter Default* (FL-165) or *Judgment* (FL-180)
Complete all columns on the form.

For more information about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see *http://www.courts.ca.gov/selfhelp-divorcesteps.htm.*

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address):*	
YOUR NAME YOUR ADDRESS TELEPHONE NO.: FAX NO. : E-MAIL ADDRESS: ATTORNEY FOR (*Name*): **Self-Represented**	**SAMPLE ONLY Do not write on this copy!**
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 201 N. First Street, San Jose, CA 95113 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113 CITY AND ZIP CODE: BRANCH NAME: Family Division	
PETITIONER: PETITIONER'S NAME RESPONDENT: RESPONDENT'S NAME OTHER PARENT/PARTY:	
☐ **PETITIONER'S** ☒ **RESPONDENT'S** ☒ **COMMUNITY AND QUASI-COMMUNITY PROPERTY DECLARATION** ☐ **SEPARATE PROPERTY DECLARATION**	CASE NUMBER: YOUR CASE NUMBER

See *Instructions* on page 4 for information about completing this form. For additional space, use *Continuation of Property Declaration* (form FL-161).

A	B	C -	D =	E	F	
ITEM NO. BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER	RESPONDENT
1. REAL ESTATE EXAMPLE: HOUSE LOCATED AT 12345 MAIN STREET, SJ, CA	7/10/10	$ $600,000	$ $570,000	$ $30,000	$ $15,000	$ $15,000
2. HOUSEHOLD FURNITURE, FURNISHINGS, APPLIANCES						
3. JEWELRY, ANTIQUES, ART, COIN COLLECTIONS, etc.						
4. VEHICLES, BOATS, TRAILERS						
5. SAVINGS ACCOUNTS						
6. CHECKING ACCOUNTS						

LIST THE ASSETS THAT WERE BOUGHT EITHER WHILE YOU WERE MARRIED OR AFTER THE MARRIAGE WITH MONEY THAT EITHER PARTY EARNED DURING THE MARRIAGE.

NOTE: IF YOU DON'T HAVE ANY, PUT "NONE" UNDER THAT CATEGORY.

A		B	C	- D	= E	F	
ITEM NO.	BRIEF DESCRIPTION	DATE ACQUIRED	GROSS FAIR MARKET VALUE	AMOUNT OF DEBT	NET FAIR MARKET VALUE	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER	RESPONDENT
7. CREDIT UNION, OTHER DEPOSITORY ACCOUNTS			$	$	$	$	$
8. CASH							
9. TAX REFUND							
10. LIFE INSURANCE WITH CASH SURRENDER OR LOAN VALUE							
11. STOCKS, BONDS, SECURED NOTES, MUTUAL FUNDS							
12. RETIREMENT AND PENSIONS							
13. PROFIT-SHARING, IRAS, DEFERRED COMPENSATION, ANNUITIES							
14. ACCOUNTS RECEIVABLE, UNSECURED NOTES							
15. PARTNERSHIP, OTHER BUSINESS INTERESTS							
16. OTHER ASSETS							
17. ASSETS FROM CONTINUATION SHEET							
18. TOTAL ASSETS			$600,000	$570,000	$30,000	$15,000	$15,000

LIST THE ASSETS THAT WERE BOUGHT EITHER WHILE YOU WERE MARRIED OR AFTER THE MARRIAGE WITH MONEY THAT EITHER PARTY EARNED DURING THE MARRIAGE.

NOTE: IF YOU DON'T HAVE ANY, PUT "NONE" UNDER THAT CATEGORY.

A	B	C	D	
ITEM NO. DEBTS— SHOW TO WHOM OWED	DATE INCURRED	TOTAL OWING	PROPOSAL FOR DIVISION Award or Confirm to: PETITIONER	RESPONDENT
19. STUDENT LOANS		$	$	$
20. TAXES				
21. SUPPORT ARREARAGES				
22. LOANS—UNSECURED				
23. CREDIT CARDS EXAMPLE: CHASE CREDIT CARD	9/10/11	$3,000	$1500	$1500
24. OTHER DEBTS				
25. OTHER DEBTS FROM CONTINUATION SHEET				
26. TOTAL DEBTS		$3,000	$1500	$1500

LIST THE DEBTS THAT WERE INCURRED WHILE YOU WERE MARRIED.

NOTE: IF YOU DON'T HAVE ANY, PUT "NONE" UNDER THAT CATEGORY.

☐ A *Continuation of Property Declaration* (form FL-161) is attached and incorporated by reference.

I declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, the foregoing is a true and correct listing of assets and obligations and the amounts shown are correct.

Date: TODAY'S DATE

PRINT YOUR NAME HERE
(TYPE OR PRINT NAME)

SIGN YOUR NAME HERE
SIGNATURE

INFORMATION AND INSTRUCTIONS FOR COMPLETING FORM FL-160

Property Declaration (form FL-160) is a multipurpose form, which may be filed with the court as an attachment to a *Petition* or *Response* or served on the other party to comply with disclosure requirements in place of a *Schedule of Assets and Debts* (form FL-142). Courts may also require a party to file a *Property Declaration* as an attachment to a *Request to Enter Default* (form FL-165) or *Judgment* (form FL-180).

When filing a *Property Declaration* with the court, do not include private financial documents listed below.

Identify the type of declaration completed

1. Check "Community and Quasi-Community Property Declaration" on page 1 to use *Property Declaration* (form FL-160) to provide a combined list of community and quasi-community property assets and debts. Quasi-community property is property you own outside of California that would be community property if it were located in California.

2. Do not combine a separate property declaration with a community and quasi-community property declaration. Check "Separate Property Declaration" on page 1 when using *Property Declaration* to provide a list of separate property assets and debts.

Description of the Property Declaration chart

Pages 1 and 2

1. Column A is used to provide a brief description of each item of separate or community or quasi-community property.
2. Column B is used to list the date the item was acquired.
3. Column C is used to list the item's gross fair market value (an estimate of the amount of money you could get if you sold the item to another person through an advertisement).
4. Column D is used to list the amount owed on the item.
5. Column E is used to indicate the net fair market value of each item. The net fair market value is calculated by subtracting the dollar amount in column D from the amount in column C ("C minus D").
6. Column F is used to show a proposal on how to divide (or confirm) the item described in column A.

Page 3

1. Column A is used to provide a brief description of each separate or community or quasi-community property debt.
2. Column B is used to list the date the debt was acquired.
3. Column C is used to list the total amount of money owed on the debt.
4. Column D is used to show a proposal on how to divide (or confirm) the item of debt described in column A.

When using this form only as an attachment to a *Petition* or *Response*

1. Attach a *Separate Property Declaration* to respond to item 4. Only columns A and F on pages 1 and 2, and columns A D on page 3 are required.
2. Attach a *Community or Quasi-Community Declaration* to respond to item 5, and complete column A on all pages.

When serving this form on the other party as an attachment to *Declaration of Disclosure (*form FL-140)

1. Complete columns A through E on pages 1 and 2, and columns A through C on page 3.
2. Copies of the following documents must be attached and served on the other party:
   (a) *For real estate* (item 1): deeds with legal descriptions and the latest lender's statement.
   (b) *For vehicles, boats, trailers* (item 4): the title documents.
   (c) *For all bank accounts* (item 5, 6, 7): the latest statement.
   (d) *For life insurance policies with cash surrender or loan value* (item 10): the latest declaration page.
   (e) *For stocks, bonds, secured notes, mutual funds* (item 11): the certificate or latest statement.
   (f) *For retirement and pensions* (item 12): the latest summary plan document and latest benefit statement.
   (g) *For profit-sharing, IRAs, deferred compensation, and annuities* (item 13): the latest statement.
   (h) *For each account receivable and unsecured note* (item 14): documentation of the account receivable or note.
   (i) *For partnerships and other business interests* (item 15): the most current K-1 and Schedule C.
   (j) *For other assets* (item 16): the most current statement, title document, or declaration.
   (k) *For support arrearages* (item 21): orders and statements.
   (l) *For credit cards and other debts* (items 23 and 24): the latest statement.
3. Do not file copies of the above private financial documents with the court.

When filing this form with the court as a attachment to *Request to Enter Default* (FL-165) or *Judgment* (FL-180)
Complete all columns on the form.

For more information about forms required to process and obtain a judgment in dissolution, legal separation, and nullity cases, see *http://www.courts.ca.gov/selfhelp-divorcesteps.htm.*

ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address):* YOUR NAME YOUR ADDRESS	SAMPLE ONLY Do not write on this copy!
TELEPHONE NO.: FAX NO. : E-MAIL ADDRESS: ATTORNEY FOR (*Name*):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME: ASK STAFF TO STAMP FORM WITH CORRECT ADDRESS	
PETITIONER: PETITIONER'S NAME RESPONDENT: RESPONDENT'S NAME OTHER PARENT/PARTY:	
DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE AND INCOME AND EXPENSE DECLARATION [ ] Petitioner's [X] Preliminary [X] Respondent's [ ] Final	CASE NUMBER: YOUR CASE NUMBER

1. I am the [ ] attorney for [ ] petitioner [X] respondent in this matter.

2. [ ] Petitioner's [X] Respondent's *Preliminary Declaratio*[...] WHO DID YOU GIVE/SEND THE FORMS TO AND HOW DID YOU GIVE THEM THE FORMS? [...] *Expense Declaration* (form FL-150), completed *Schedule of Assets and De*[...]*erty Declarations* (form FL-160) with appropriate attachments, all tax returns filed by the party in the two years before service of the preliminary disclosures, and all other required information under Family Code section 2104 were served on:

   [ ] the other party [ ] the other party's attorney by [ ] personal service [ ] mail

   [ ] Other *(specify):*

   on (date): THE DATE YOU MAILED OR GAVE YOUR PRELIMINARY DISCLOSURE PAPERWORK TO YOUR SPOUSE

IF YOU FILLED OUT AND SERVED A FINAL DECLARATION OF DISCLOSURE COMPLETE THIS SECTION.

3. [ ] Petitioner's [ ] Respondent's *Final Declaration of Disclosure* (form FL-140), current* *Income and Expense Declaration* (form FL-150), completed *Schedule of Assets and Debts* (form FL-142) or *Community or Separate Property Declarations* (form FL-160) with attachments, and the material facts and information required by Family Code section 2105 were served on:

   [ ] the other party [ ] other party's attorney by [ ] personal service [ ] mail

   [ ] Other *(specify):*

   on (date):

4. [ ] Service of [ ] Petitioner's [ ] Respondent's [ ] preliminary [ ] final declaration of disclosure
   [ ] current income and expense declaration has been waived as follows:
   a. [ ] The parties agreed to waive final declaration of disclosure requirements under Family Code section 2105(d.)
      (*Form FL-144 may be used fo*[...]
      [ ] is being filed at the same[...]
   b. [ ] The party has failed to [...]est for voluntary waiver of receipt under Family Code section 2107 on (*date*):
   c. [ ] This is a default proceeding that does not include a stipulated judgment or settlement agreement. Petitioner waives final disclosure requirements under Family Code section 2110.

IF YOU ARE WAIVING FINAL DISCLOSURE, CHECK THE BOXES THAT APPLY TO YOUR CASE AND FILL IN THE DATE OF WAIVER IF APPLICABLE.

**Current* is defined as completed within the past three months providing no facts have changed. (Cal. Rules of Court, rule 5.260.)

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

Date: TODAY'S DATE

PRINT YOUR NAME HERE — SIGN YOUR NAME HERE

(TYPE OR PRINT NAME) — SIGNATURE

NOTE: File this document with the court.
Do not file a copy of the Preliminary or Final Declaration of Disclosure or any attachments to either declaration of disclosure with this document.