

## **INFORMATION SHEET FOR NOTICE OF MOTION AND DECLARATION FOR JOINDER OF OTHER PARENT IN GOVERNMENTAL ACTION**

Please follow these instructions to complete the *Notice of Motion and Declaration for Joinder of Other Parent in Governmental Action* (form FL-661) if you do not have an attorney representing you. Your attorney, if you have one, should complete this form.

If this motion is granted, the "Other Parent" will become a party to this action. Either parent may then raise issues concerning support, custody, visitation, and restraining orders. Other issues may not be raised in this action. The local child support agency cannot assist you with or negotiate, settle, or contest any issues of custody, visitation, or restraining orders. Either parent can go to court to modify the support order, but the local child support agency must first be given notice of the hearing date. The other parent can also file an action to enforce the support order but only after giving advance notice to the local child support agency.

**This form should be used if a parent is receiving child support services through the local child support agency's office, but the parent is not listed as a party in the support order or judgment.** If both parents' names are listed on your most recent support order or judgment as a petitioner/plaintiff, respondent/defendant, or other parent, you do not need to complete this motion. If you do not have a copy of your most recent support order or judgment, you can get one from either the court clerk or the local child support agency.

You must file the completed motion with the court clerk. The address of the court clerk is the same as the one shown for the superior court on your most recent support order or judgment. You may have to pay a filing fee. If you cannot afford to pay the filing fee, contact the court clerk. **Keep three copies of the filed motion. Serve one copy on the other parent with a blank *Responsive Declaration to Motion for Joinder of Other Parent—Consent Order of Joinder* (form FL-662), serve the second copy of the motion on the local child support agency, and keep the third copy for your records. You may not serve papers on the other parties. You must have someone who is not a party to the action and is 18 years of age or older serve the papers for you. (See *Information Sheet for Service of Process* (form FL-611).)**

### **INSTRUCTIONS FOR COMPLETING THE NOTICE OF MOTION AND DECLARATION FOR JOINDER OF OTHER PARENT (TYPE OR PRINT ON FORM IN BLACK INK)**

**Front page, first box, top of form on left side:** Print your name, address, and phone number in this box.

**Front page, second box on left side:** Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on your most recent support order or judgment.

**Front page, third box on left side:** Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on your most recent judgment or order. Print the name of the parent who is being joined as a party in the space for "Other Parent."

**Front page, first box, top of form on right side:** Leave this box blank for the court's use.

**Front page, second box on right side:** Print the case number in this box. This number is also stated on your most recent judgment or order.

1. Check the box for the respondent/defendant if you are not the defendant, or check the box for the other parent and print the other parent's name in the space provided if you are not that parent.
2. a. You must contact the court clerk's office and ask that a hearing date be set for this motion. The court clerk will give you the information you need to complete this section.  
 b. Check the first box if the address of the court where the hearing will be held is the same as the one you put at the top of the notice. Check the second box if the address of the court where the hearing will be held is different from the one you put at the top of the notice. Print the different court address in the space.

Enter the date and your name, and sign the form.

3. Print the name of the parent who is being joined as a party. This name should be the same as the "other parent" at the top of the notice.

4. You are stating that the other parent has not been a party and that he or she has applied for or is receiving services through the local child support agency.
5. Check this box if you are also filing a *Request for Order* requesting support, custody, visitation, or restraining orders.
6.
  - a. Check this box if neither parent has filed a dissolution action against the other parent and, to the best of your knowledge, the parents are not both parties in any other family law case.
  - b. Check this box if the parents are both parties in another family law case, such as a dissolution action. Fill in the name of the court, the county where it is located, and court case number for any other family law cases involving both parents. You can get this information from the order or judgment from those actions. If you do not have a copy of the order or judgment, you may go to the court clerk's office to get a copy.
7. Check this box if you have other information to provide. In the space provided, explain what the information is.

You must date the form, print your name, and sign the form under a penalty of perjury. When you sign the form, you are stating that the information you have provided is true and correct.

**Top of second page, box on left side:** Print the names of petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on page 1.

**Top of second page, box on right side:** Print the case number in this box. Use the same number as on page 1.

The notice to the "other parent" on this page explains what it means for the parent to be joined as a party.

**Top of third page, box on left side:** Print the names of petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on page 1.

**Top of third page, box on right side:** Print the case number in this box. Use the same number as on page 1.

Instructions for how to serve this motion are in the *Information Sheet for Service of Process* (form FL-611). The person who serves the motion and its attachment must fill out this section of the form. **You cannot serve your own motion.**

*If you need additional assistance with this form, contact the family law facilitator in your county.*