

When do I use form FL-676?

Use this form if the local child support agency is involved in your child support case and you:

- Disagree with how much in back support (arrears) the agency says is owed; or
- The agency refused to adjust the back support (arrears) for the time you were incarcerated or confined against your will for longer than 90 days and couldn't pay child support.

Do NOT use form FL-676 to change the order

If you want to change the support order, you need to file a *Request for Order* ([form FL-300](#)) and an *Income and Expense Declaration* ([form FL-150](#)). See [form FL-300-INFO](#) for more information.

How do I get a court date?

Step 1: Fill out the form (in black or blue ink)

- ❶ Put your name, address, and contact information at the top of the form. Next, enter the court name and address. Then insert the names of the Petitioner, Respondent, and Other Party, and the case number. (You can find this information on your child support order.)
- ❷ Tell the court why you want the back child support (arrears) changed.
 - *Item 1:* Leave blank. The court will fill this out.
 - *Item 5a:* Tell the court if you asked for the local child support agency to conduct an administrative review of support payments received.*
 - *Item 5b:* Tell the court if you've attached a printout listing payments received by the local child support agency.*

(*Note: You can file this request without first asking for an administrative review or attaching a printout from the local child support agency.)

 - *Item 6a:* Attach your own support payment history, breaking down how much was owed and how much was paid each month. (You can use forms [FL-420](#) and [FL-421](#) for this purpose.)
 - *Item 6b:* Tell the court if on or after **September 27, 2022**, you were confined against your will for more than 90 days in a row and had no money available to pay child support.
- ❸ Enter the date, print your name, and sign the form to tell the court that everything in your paperwork is true and correct.

Step 2: Make copies of your court papers

Make three sets of copies of your request, including any attachments, and keep the signed originals.

Step 3: File your request with the court

- ❶ Take your originals, plus the three sets of copies, and file them with the court clerk. Find your court here: www.courts.ca.gov/find-my-court.htm
 - ❷ The court clerk will fill out item 1 with information about your court hearing date and return the three sets of copies to you with a "filed" stamp in the top right corner.
- Tip:* Check your [local court's website](#) to see if you can file your request electronically (e-file).
- ❸ You will *not* be charged a fee to file this request.



Step 4: Have someone “serve” your request

- ❶ Service is the act of giving your court papers to the local child support agency and the other party in the case. Service can be done in person or by U.S. mail.
- ❷ A “server” (someone else 18 years or older) must serve your request. You can *not* serve your own court papers.
- ❸ Give two sets of copies of your request, plus any attachments, to your server.
- ❹ There are two options for service:

Option 1

Your server must hand-deliver or mail both sets of copies to the local child support agency, which will then send one set to the other party. To do this option, your server must deliver the papers at least **30 days** before the court date.

- ❺ Your server must then complete, sign, and date a *Proof of Service* form to tell the court where and when your request was delivered.

In person: Have your server fill out [form FL-330](#).

- ❻ Double check the *Proof of Service* form to make sure your server correctly completed and signed the form. File the original form, plus one copy, with the court at least one week before your court date.

Go to your court hearing

- ❼ You must appear at your court hearing or else your request can be denied. Check your [local court's website](#) to see if the court is conducting hearings in person or remotely (by videoconference). Complete and file [form RA-010](#) if you want to appear remotely.



- ❽ For information about what to expect at the hearing: <https://selfhelp.courts.ca.gov/request-for-order/LCSA/hearing>.

How can I get free help?

Every county has a family law facilitator that can:

- Explain the legal process;
- Give you free legal forms; and
- Help you fill out court papers.



Depending on your county, the facilitator may help you in person, online, or by phone. You can find the facilitator in your county here: <https://www.courts.ca.gov/selfhelp-facilitators.htm>.

Ask for a *Disability Accommodation Request*



If you have a disability and need an accommodation while you are at court, you can use [form MC-410](#) to make your request. For more information, see [form MC-410-INFO](#).

What if I need a court interpreter?

If you don't speak or understand English very well, you may need a court interpreter to help you in court. You can use [form INT-300](#) to request an interpreter for your court hearing. Ask the court clerk or [family law facilitator in your county](#) for more information.

I got served with a *Request for Determination of Support Arrears*. Now what?

If you disagree with the requests made by the other party in form FL-676, you need to:

- File and serve your own court papers, at least **9 court days** before the court date; and
- Appear at the court hearing.

To respond to the request, file and serve:

- *Response to Governmental Notice of Motion or Order to Show Cause* ([form FL-685](#)); and
- Your own payment history. (You can use forms [FL-420](#) and [FL-421](#) for this purpose.)

See Step 4 for more information about serving court papers and use Option 2.