



INCOME AND EXPENSE DECLARATION

(Packet #12)

The purpose of these instructions is to provide information about how to complete the forms and a link to the forms that you can use to for a party to complete the Income & Expense Declaration, which is required when requesting orders for child support or spousal support.

STEP 1: Complete the form.

- **Income and Expense Declaration** ([FL-150](#))
 - All forms must be completed in a clear and legible manner and either typed (completed online) or neatly written in **black or blue ink**.
 - If you make a mistake, simply mark a single line through the mistake, or white it out and put in the correct information.
 - Complete the caption on **every** page of the form. Most forms have a caption box at the top where you will enter your name, address, phone number, and a second box for the Court's information and a third box where the names of the parties are written. The names in the caption should match exactly the names used in opening the case (petitioner stays the same, respondent stays the same). Use the full names as they appear on the first filed court document.
 - If you have any questions regarding completing the form or would like someone to review your form before you file it, you can bring it to the Self-Help Center on a drop-in basis and have a staff member review it.

An **Income and Expense Declaration** must be submitted with copies of any pay stubs from the last two months of income. If you are self-employed, you must attach either the last two years' Schedule C's form from income tax returns or profit and loss statements for the last two years. **Make sure to remove any social security numbers** that may appear on your pay stubs or tax documents. You should take your tax returns to court just in case the court requires them.

Make sure your listed expenses are accurate and realistic. The court may use your expenses to determine income if your listed expenses exceed your stated income and you do not explain how you meet the difference between income and expenses.

STEP 2: Copy the form.

Once you have completed the form and signed the Income and Expense Declaration, make copies for each of the parties (one for you, one for the other party, and one for the Department of

Child Support Services (DCSS) if they are involved in your case). **If you have the document checked at the Self-Help Center, the Center will make copies for you.**

STEP 3: Arrange to have the other party served.

A copy of the **Income and Expense Declaration** must be served on the other party *prior* to filing the form with the clerk's office. *You* may not serve the papers on the other party, so find a friend, acquaintance, or a professional process server (look in the yellow pages under "process servers") to serve the papers for you. Once the papers have been served, have your process server complete and sign the **Proof of Service by Mail (FL-335)**. Make a copy of the form. If you wish to have the Self-Help Center serve your forms by mail, you will need to bring in envelopes and stamps to use for the mail service.

STEP 4: File the forms with the court.

Bring the original and your copy of the **Income and Expense Declaration (FL-150)** and **Proof of Service by Mail (FL-335)** to the first floor Family Law filing window at the Monterey Courthouse, located at 1200 Aguajito Road, Monterey.

If you need to mail your forms to the court for filing, be sure to include one copy of all forms, and a return envelope with sufficient postage for the clerk to mail back your endorsed copies. The court will keep your original papers and return the file-stamped copies to you. Keep the copies for your records.

For additional assistance: The Self-Help Center provides document reviews (1) every day on the first floor of the Monterey Courthouse, 1200 Aguajito Road, in Monterey; (2) Mondays and Wednesday near the Salinas Courthouse, at 118 W. Gabilan Street, Salinas CA; and (3) every Tuesday at the King City Courthouse located at 250 Franciscan Way, King City CA. Please check the Self-Help Center website (www.monterey.courts.ca.gov) for information on hours of operation or to ask for an appointment if you need help completing the forms.
www.courts.ca.gov/forms.htm

You must complete the following form:

- [FL-150](#) (Income and Expense Declaration)
- Process Server completes: [FL-335](#) (Proof of Service By Mail)