

## Instructions for Stipulation and Order for Child Support FL-350

### REQUIREMENTS FOR STIPULATED CHILD SUPPORT

1. CHILD SUPPORT CALCULATION: Local Rules require that a calculation of child support under the State Uniform Guideline be attached to every order for child support even if the parties agree to a different amount (known as “non-guideline” child support). Go to [www.childsupp.ca.gov](http://www.childsupp.ca.gov) to calculate guideline child support even if you have an agreement for non-guideline child support.

To calculate support you will need to know the amount and type of income for both parents, the percentage of time each parent spends with the child, the filing status of each parent, and who will be claiming the dependency for each child on their tax returns. A parent eligible to claim a child as a dependent on their taxes may release the dependency exemption to the other parent. If parents are agreeing to a release, it should be included in the child support calculation because it may alter the outcome of the guideline calculation. To actually release the dependency exemption for a child, the eligible parent must sign and provide to the other parent the IRS Form 8332.

2. FILING FEE: \$20 is charged to the person whose name appears in the upper left hand corner of the stipulation, unless fees were previously waived for that person. If any person signing the form has not paid a first appearance fee, unless their fees were previously waived, or this stipulation modifies a previously entered judgment, they will have to pay \$435.

### FORMS AND FILING INSTRUCTIONS

1. FL-355 Stipulation to Establish Child Support with the following attachments:

a. Child Support calculation.

b. FL-192 Notice of Rights and Responsibilities for Child Support.

c. FL-020 Local form Notice of Rights and Responsibilities for Child Care.

Both parents must sign the FL-350. File the original plus two copies of the Stipulation with the Family Law Clerk along with a self-addressed stamped envelope and any required filing fee. The clerk will submit the order to the Judge or signing. Once signed, the clerk will file the original, and send the copies back to the submitting party in the stamped envelope provided. If postage is insufficient, the copies will be placed in a Will Call basket for personal pick up, then discarded after 30 days if not picked up.

2. FL-195 Income Withholding for Support: If you wish to have child support withheld from the paying parent’s paycheck, also submit an original plus two copies of this form. You will need that parent’s address, and the employer’s address. The address of the State Disbursement Unit, which is the address to which the employer will remit the child support, is: POB 989067, West Sacramento, CA 95798-9067. If you wish to have more information about the State Disbursement Unit, go to the Department of Child Support website reference above.

FL-191 Child Support Case registry: The clerk will forward this form to the State Disbursement Unit, where support withheld from wages is sent by the employer before it is distributed to the receiving parent. You must complete and submit this form even if you are not having child support withheld.