

PROCEDURE FOR UNFILED REQUEST FOR ORDER TO MODIFY OR TERMINATE CHILD, SPOUSAL, PARTNER OR FAMILY SUPPORT

- A copy of the unfiled, but complete, Request for Order (“RFO”) packet must be served on the other party **without a court date**. You may write in “TBD” in the date section.
- The person who serves the copy of the RFO must complete a proof of service. (The person serving must not be a party to the action.)
- Upon the re-opening of the court, the original RFO along with the original proof of service must be filed with the court. A court date will be provided at that time.
- A copy of the filed RFO with the hearing date must be served on the other party. (The person serving must not be a party to the action.) Another proof of service must be completed with the second date of service and filed with the court prior to the hearing date.
- Please retain a copy of the proof of service for both the original, unfiled RFO and the filed RFO.

California Rules of Court, Emergency Rule 13 - Effective Date for Requests to Modify Support is available at <http://www.courts.ca.gov/documents/appendix-i.pdf>