



The Court needs your info!

HOW TO FILE INCOME AND EXPENSE DECLARATION

4 Easy Steps

1. Complete [forms](#) and attachments
2. Make copies
3. Have a friend mail the documents
4. File the documents in the court

Resources

- Fillable documents: <http://www.courts.ca.gov/forms.htm>
- Video instructions for FL-150: <https://wp.sbcounty.gov/dcss/forms-page/>
- Video instructions for FL-335: <https://saclaw.org/video-library/how-to-accomplish-proof-of-service-by-mail-in-california/>
- Self-Help Center – Family Law Facilitator: <https://www.saccourt.ca.gov/family/self-help-center.aspx>

Deadline

Checklist

- 1. Complete the [Income and Expense Declaration \(FL-150\)](#)
- 2. Sign and date in **BLUE** ink
- 3. Attach proof of income (i.e. paystubs, tax return, profit and loss statement)
- 4. Make 5 copies of the documents (for a total of 6 copies) – keep the original for the court
- 5. Ask a friend to mail 1 copy the documents to DCSS and 1 copy to the other parent
- 6. Ask the friend to complete a [Proof of Service by Mail \(FL-335\)](#) for DCSS
- 7. Ask the friend to complete a [Proof of Service by Mail \(FL-335\)](#) for the other parent
- 8. Make 3 copies of each Proof of Service
- 9. Unless you are filing in person at the courthouse, prepare a self-addressed, stamped envelope, with sufficient postage (for the court to mail your copy of the filed documents back to you)
- 10. Organize your documents in the following order:
 - a. Originals (with blue ink) FL-150 and FL-335s on top
 - b. 2 copies (of the same exact documents - FL-150 and FL-335s)
 - c. Your self-addressed envelope
(You will keep one copy of the documents for yourself.)
- 11. Three options for filing:
 - a. Mail the documents to 3341 Power Inn Road, Sacramento, CA 95826
 - b. File the documents with a court clerk at 3341 Power Inn Road, Sacramento, CA 95826
 - c. Place the documents (secured with a binder clip) in the [Drop Box](#) at 3341 Power Inn Road