

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL
939 W. Main Street
El Centro CA 92243**

INSTRUCTIONS

Findings and Orders After Hearing

A minute order from the hearing may contain the decisions in your case, but it is not the order because it is not signed by the judge. A moving party filing a motion or a Request for Order shall provide a Proposed Findings and Order After Hearing at the time of filing or in open court. Otherwise, prepare the Order after the hearing, according to the instructions below.

1	Prepare the Orders	Get a copy of the Court’s minute order of the hearing. Fill out the Findings and Order After Hearing according to the minute order. You can buy the forms in the clerk’s office or download them for free at http://www.courts.ca.gov/forms.htm Start with FL-340, and enter the date and courtroom where the case was heard, the name of the judge, the people who attended, and what type of orders the judge made. Do not sign this page. Add additional pages as needed to accurately reflect the orders.
2	Serve a copy	After you finish the proposed orders, you must send it within 10 days of the hearing date to the other party for approval. Make a copy. Send it with the “Letter to the Other Party” attached to this packet that explains time limits and options, as required in Section CRC 5.125.
3	Wait	The other party has 20 days from the hearing date to review the proposed orders. If the other party receives the proposed orders, they should obtain a copy of the minute order and compare for accuracy. If there are mistakes, the other party must notify you within 20 days from the hearing date. If the proposed orders are correctly prepared, the other party should sign the first page to approve the order within 20 days from the hearing date and return it to you to be submitted for review and signature by the Court. If the other party does nothing during the twenty-day period, you may submit the proposed orders for review and signature by the Court within 25 days of the hearing.
4	File	After the 20 days have passed, you may now take the approved orders signed by the other party, or the unsigned proposed orders with the “Letter to the Court,” to the Family Law Department. Be sure to file your original with at least two copies. Include a self addressed and stamped envelope for the clerk to mail back your copies signed by the judge. This must be done within 25 days of the hearing.
5	Serve a Copy	After the judge signs the orders, the clerk will use your stamped envelope to mail your copies back to you. Keep one copy. Serve the second copy to the other party by mail, sign the proof of service, and file with the court.
6	For Child Support Orders	If there are any child support orders, both parties must complete a Child Support Case Registry (FL-191). You may also fill out an Income Withholding for Support (FL-195) and an Ex Parte Application for Earnings Assignment Order (FL-430) for payments to be processed through the State Disbursement Unit. To find out more about wage assignments, call the State Disbursement Unit at 866-325-1010, or the California Department of Child Support Services at 866-901-3212. You may also contact the Court’s Access Center at accesscenter@imperial.courts.ca.gov .

This instructional packet is designed as a tool to assist you. It may not include all information that is legally required, is not legal advice, and should not be used as a substitute for legal advice from an attorney licensed by the State Bar of California. To find out how to hire an attorney and/or obtain a consultation with a family law attorney see <http://www.courts.ca.gov/1084.htm>