

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

**INSTRUCTIONS: FAMILY LAW JUDGMENT AFTER TRIAL**

A minute order from the court trial may contain the decisions in your case, but it is not the order because it is not signed by the judge. You must prepare a Judgment for the judge to sign.

<b>1</b>	Prepare the Judgment	Get a copy of the Court’s minute order of the trial. Fill out the proposed Judgment according to the minute order. You can buy forms in the clerk’s office or download them for free at <a href="http://www.courts.ca.gov/forms.htm">http://www.courts.ca.gov/forms.htm</a> . Start with FL-180, and answer the date and courtroom where the case was heard, the name of the judge and the people who attended, and what kinds of decisions the judge made. Add additional pages as needed to accurately reflect the decision. Form FL-190 is also needed.
<b>2</b>	Serve a copy	After you finish the proposed judgment, you must send a copy 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.
<b>3</b>	Wait	The other party has 10 calendar days after service to review the proposed orders. If you receive the proposed judgment after trial, obtain a copy of the minute order and compare for accuracy. If there are mistakes, you must notify the other party within 10 calendar days. You may wish to consult with an attorney to see what else you can do. If the proposed judgment is correctly prepared, you may take no action and let your 10 days pass.
<b>4</b>	File	After waiting the 10 days, you may now take the proposed judgment with the “Declaration Regarding Judgment After Trial,” and a copy of the “Letter to the Other Party” to the filing clerk. Be sure to file your original with at least two copies. Include two self-addressed and stamped envelopes for the clerk to mail back each party’s copies signed by the judge.
<b>5</b>	Court Serves signed Copies	After the judge signs the orders, the clerk will use your stamped envelopes to mail a copy to you and the other party.
<b>6</b>	For Child Support Orders	If there are any child support orders, both parties must complete a <b>Child Support Case Registry</b> (FL-191). You may also fill out an <b>Income Withholding for Support</b> (FL-195) 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.

If you have any questions or concerns and are not represented by an attorney in this case, you may contact the Access Center at [accesscenter@imperial.courts.ca.gov](mailto:accesscenter@imperial.courts.ca.gov).

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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>

**Letter to the Other Party**  
In Compliance with Local Rule 5.1.28

Date: \_\_\_\_\_

To (Other Party Name and Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Judgment after Trial

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Dear (other party name) \_\_\_\_\_:

Enclosed, you will find a proposed Judgment containing the orders from our Court trial which occurred on date: \_\_\_\_\_. Please review the document. If it is correctly prepared, and reflects the Court's order, please sign and return it to me within ten calendar days. If it does not reflect the Court's order, then you must state the reasons for disapproval to me within ten calendar days. Failure to notify me within the time limit will be considered an approval. These instructions are according to Imperial County Superior Court Local Rule 5.1.28.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

