

# Family Law eForms

Introduction for Family Law BAR Association

# Points of Introduction

- Software look and controls
- Touch screen Kiosk Computer Locations
- How to fill out Family Law eForms
  - Requirements: Case number, hearing date and Department
- How to digitally sign eForm
  - For parties involved
- Delivery of eForm copy
- Updates since last training session
- Questions and Answers

# Family Law eForms: Look & Controls

- Order After Hearing on Motion (FL - 278)

FL-278  
FOR COURT USE ONLY

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, Date Bar number, and address)

TELEPHONE NO. FAX NO. (Optional)  
E-MAIL ADDRESS (Optional)  
ATTORNEY FOR (Name)

SUPERIOR COURT OF CALIFORNIA, COUNTY OF STANISLAUS  
STREET ADDRESS 1116 N.  
MAILING ADDRESS/PO BOX 1068  
CITY AND ZIP CODE MODOesto 95355-1068  
BRANCH NAME SUPERIOR COURT OF CALIFORNIA, COUNTY OF STANISLAUS

PETITIONER/PLAINTIFF: CHAD LAUGHTON  
RESPONDENT/DEFENDANT: DEIDRE TASH  
OTHER PARTY:

ORDER AFTER HEARING ON MOTION  
TO SET ASIDE JUDGMENT OF PATERNITY

CASE NUMBER: FL-19-000337

1. This matter proceeded as follows:  Uncontested  By stipulation  Contested  
 a. Date: 05/05/2021 Dept. 13 Judicial officer: Israeli, Valli  
 b.  Petitioner/plaintiff present  Attorney present (name):  
 c.  Respondent/defendant present  Attorney present (name):  
 d.  Other parent present  Attorney present (name):  
 e.  Children present (name):  Attorney present (name):  
 f.  Guardian ad litem present (name):  
 g.  Attorney for local child support agency (name):  
 h.  Other (specify):

2. For purposes of this order:  
 a. the previously established father is (name):  
 b. the previously established mother is (name):

THE COURT FINDS

3. The following facts exist regarding the previously established father and the children listed below:

Name of child	Date of birth	Biological Father	Paternity Judgment	Signed Voluntary Declaration of Paternity
a.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
g.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

i.  Additional children are listed on a page attached to this order.

Page 1 of 3  
Form Approved for Mandatory Use  
Judicial Council of California  
FL-278 (New January 1, 2016)

ORDER AFTER HEARING ON MOTION  
TO SET ASIDE JUDGMENT OF PATERNITY  
(Family Law—Governmental)

Family Code, §§ 1714, 1715  
www.courtca.gov

- Finding Order After Hearing FL-340

FL-340  
FOR COURT USE ONLY

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, Date Bar number, and address)

TELEPHONE NO. FAX NO. (Optional)  
E-MAIL ADDRESS (Optional)  
ATTORNEY FOR (Name)

SUPERIOR COURT OF CALIFORNIA, COUNTY OF STANISLAUS  
STREET ADDRESS 1116 N.  
MAILING ADDRESS/PO BOX 1068  
CITY AND ZIP CODE MODOesto 95355-1068  
BRANCH NAME SUPERIOR COURT OF CALIFORNIA, COUNTY OF STANISLAUS

PETITIONER/PLAINTIFF:  
RESPONDENT/DEFENDANT:  
OTHER PARTY:

FINDINGS AND ORDER AFTER HEARING

CASE NUMBER:

1. This proceeding was heard on (date): at (time): in Dept. Room: N/A  
 by Judge (name): Temporary Judge  
 On the order to show cause, notice of motion or request for order filed (date): by (name):  
 a.  Petitioner/plaintiff present  Attorney present (name):  
 b.  Respondent/defendant present  Attorney present (name):  
 c.  Other party present  Attorney present (name):

THE COURT ORDERS

2. Custody and visitation/parenting time: As attached  on form FL-341  Other  Not applicable  
 3. Child support: As attached  on form FL-342  Other  Not applicable  
 4. Spousal or family support: As attached  on form FL-343  Other  Not applicable  
 5. Property orders: As attached  on form FL-344  Other  Not applicable  
 6. Attorney's fees: As attached  on form FL-346  Other  Not applicable  
 7. Other orders:  As attached  Not applicable  
 8. All other issues are reserved until further order of court.  
 9.  This matter is continued for further hearing on (date): at (time): in Dept. on the following issues:

Date: JUDICIAL OFFICER

Approved as conforming to court order.

SIGNATURE OF ATTORNEY FOR: PETITIONER/PLAINTIFF RESPONDENT/DEFENDANT OTHER PARTY

Page 1 of 1  
Form Approved for Mandatory Use  
Judicial Council of California  
FL-340 (New January 1, 2016)

FINDINGS AND ORDER AFTER HEARING  
(Family Law—Custody and Support—Uniform Parentage)

www.courtca.gov

# How to fill out Family Law eForm

- Current list of CA state forms:

Form number	Form Title
FL-340	Findings Order After Hearing
FL-341	Custody and visitation/parenting time
FL-342	Child Support
FL-343	Spousal or Family Support
FL-344	Property Orders
FL-345	Property Order Attachment
FL-346	Attorney's Fees
FL-278	Order After Hearing On Motion To Set Aside Judgement of Paternity
FL-367	Order After Hearing on Motion to Set Aside Support Order
FL-627	Order for Genetic Parentage Testing
DV-400	Findings and Order to Terminate Restarting Order After Hearing CLETS - CANCEL
FL-290	Order After Hearing on Motion To Set Aside Voluntary Declaration of Paternity
FL-415	Findings and Order Regarding Contempt
FL-338	Order After Hearing on Motion to Set Aside Order to Pay Waived Court Fees

# Court Kiosk touch screen PC locations



## Four public access locations Basement

- Near Department 13 by the main elevator and restrooms
- Hallway outside of Department 14, near jury meeting area

## Second floor

- Near Fiscal office and court staff training room, by Self-Help offices

# Login to the client



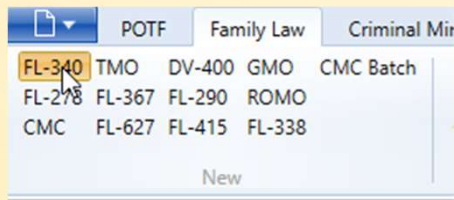
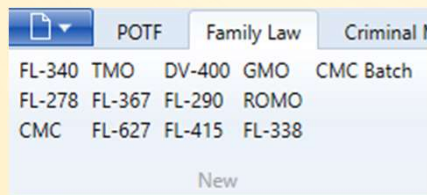
- Double click the QCDesktop icon



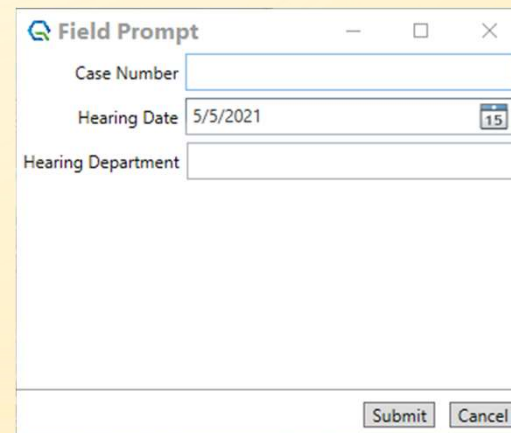
- At the prompt click the submit button

# How to open a form

- Single click on the form number to open the form



- Enter the following
  - Case number (ie. FL-20-000123)
  - Hearing date
  - Hearing department



# How to fill out the form

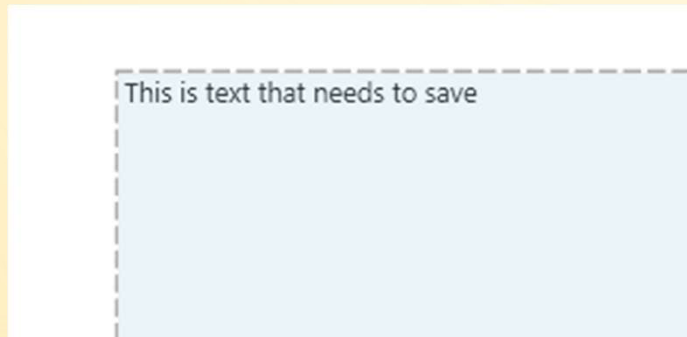
Form will load with data, such as party and attorney names, that matched the case number

- Use the index fields on the left side to select which queue the form will go
- Click on the form and in each form field to add more information onto the form
- Click the submit button to move the form to the next queue. ie. Court Room Clerk



## How to fill out the form page 2

- As you type or click on the form, the selected field will be highlighted in light grey with a *dotted line* around that field. This means the field has **not** been saved yet.



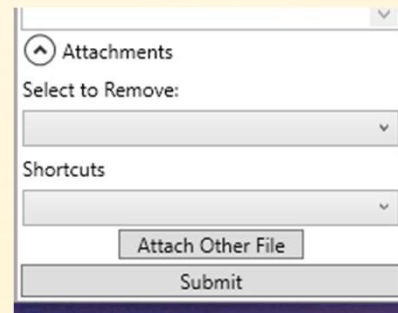
- In order to save, tab or click another field or area on the form. Then the *dotted line* will not show. This completes a save.



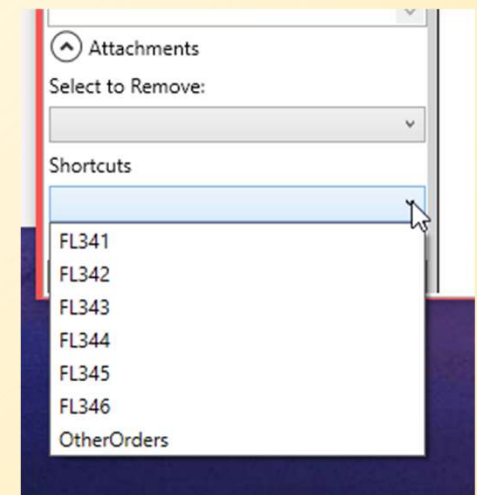
- Highly recommend to **save text before** filling out another field or digitally signing.

# How to add attachments and other orders

- Click attachment button
- Different attachment options are available depending upon the form
  - Listed by their state form numbers
- Some forms will also have an *other orders* attachment. This will add pages of open text fields. Several *other order* pages can be added. Recommend limit to 3.
- To remove excess attachments click the Select to remove list. This list will load after adding attachments. Select to remove excess attachments.


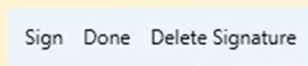


A screenshot of a web form's 'Attachments' section. The section is titled 'Attachments' with a collapse icon. Below the title is a 'Select to Remove:' dropdown menu. Underneath is a 'Shortcuts' dropdown menu. At the bottom of the section are two buttons: 'Attach Other File' and 'Submit'.

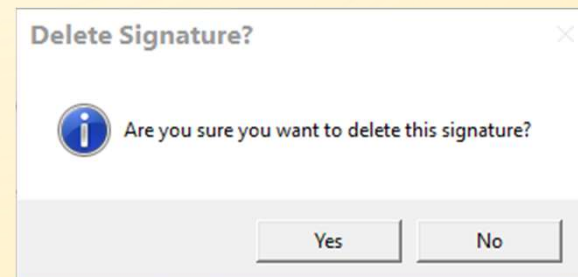


A screenshot of the same web form's 'Attachments' section, but with the 'Shortcuts' dropdown menu expanded. The list of shortcuts includes: FL341, FL342, FL343, FL344, FL345, FL346, and OtherOrders. A mouse cursor is pointing at the 'OtherOrders' option.

# How to digitally sign the document


- Scroll to part of form to sign.
- Toggle sign button 
  - Done button appears next to sign button 
  - If for some reason signing does not work click the sign button again then try again
  - Click done button when signing is over
- Digitally sign fields on form with touchscreen
  - Use finger, disposable stylus also available
- Click done button

- If you need to redo, click delete signature then tap on the signature that needs to be deleted. Then repeat digital signature steps.



# Court Kiosk touch screen PC: When completed with use



- Please remove any files from the keyboard tray
- Please remember keep Court Kiosk PCs **ON**
- If idle, PC will auto Lock after 5 minutes or Lock the PC on keyboard, press L + Windows Button 
- Put the stylus back in the holder
- Fold the keyboard tray and mouse back into the stand

# Delivery of eForm Copy

## Paper Copy

- Before the Judge and Court Clerk finishes the eForm, recommend to ask the Court Clerk for additional copies as needed
- Shortly after the Judge and Court Clerk finishes their review and submits the eForm, copies of it will print in that Department
- Optionally, please ask for additional copies from the Family Law Clerk's Office

# Updates since last training session

## Attorney queue

- By submitting an eForm to the Attorney, saves the eForm on our servers
- eForm is then accessible at a later time and from a different Court Kiosk touch screen PC

# Additional Training

- If you will need additional technical assistance/training please contact the court help desk
  - [court.helpdesk@stanct.org](mailto:court.helpdesk@stanct.org)
  - 209 236 7923
- **The login to the kiosk has remained the same. The Username is near the power button of the Kiosk PC**
- **If you do not have a login please contact the court room clerk or the court help desk**
- **Please do not share this password with anyone.**
- **In certain circumstances we will need to change this **login password**. We will inform those that will need the updated password.**