

**SUPERIOR COURT OF THE STATE OF CALIFORNIA  
IN AND FOR THE COUNTY OF MENDOCINO**

**In Re:**

**MANDATORY FILING OF INCOME AND EXPENSE  
DECLARATION and MEET AND CONFER  
REQUIREMENT IN CHILD SUPPORT MATTERS**

STANDING ORDER 2024-03

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In all Child Support matters in which a self-represented party, or an attorney who represents a party, submits for filing either a *Notice of Motion* (Judicial Council form FL-680) or a *Request for Order* (Judicial Council form FL-300) to modify child support or to demand attorney's fees and costs, the court shall require that the party also complete and submit at the same time a signed *Income and Expense Declaration* (Judicial Council form FL-150).

When a self-represented party, or an attorney who represents a party, submits for filing an *Answer* or *Response* to a motion or request for modification of child support or a demand for attorney's fees and costs, the party shall also be required to submit a completed and signed *Income and Expense Declaration*.

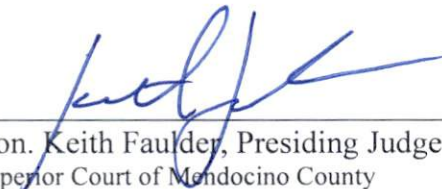
Failure to submit a required *Income and Expense Declaration* may result in the pleading not being accepted for filing or may cause a hearing to be continued until such time as the required information is filed.

The Department of Child Support Services is exempt from this requirement unless it is practicable for the Department to have a party complete and sign the *Income and Expense Declaration* form. However, the Department must include a completed *Income and Expense Declaration* if the Department is filing a motion, request for order, answer or response pertaining to a modification of child support or a demand for attorney's fees and costs on behalf of a self-represented party.

Prior to a hearing on a *Notice of Motion* or a *Request for Order* for modification of child support or a demand for attorney's fees and costs, parties or their counsel must meet and confer with the Department of Child Support Services in a good faith effort to resolve all issues. All documents relevant to the *Motion* or *Request* must be exchanged prior to, or at, the meet and confer session. Failure to meet and confer may result in the matter being dropped from the calendar or continued to another hearing date to allow parties additional time to meet and confer. Failure on the part of either party will be considered by the court in connection with any request for award of attorney's fees and costs or sanctions.

This standing order shall expire on December 31, 2024.

Dated: 6.10.24

  
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Hon. Keith Faulder, Presiding Judge  
Superior Court of Mendocino County