

APPLICATION AND ORDER FOR POSTING OR PUBLICATION

SELF-HELP FORM PACKET



SHC-FL-02 (Rev. 07/27/2021)

Self-Help Services can review your completed forms before you file them with the Court. To request review of your completed forms:

1. Complete the attached forms in black ink.
2. Scan your completed forms and save as a single PDF file.
3. Go to **www.occourts.org/self-help** (click the blue button labeled *Click Here to Contact Self-Help Services*), attach the PDF, and complete the online request form. Make sure to select FAMILY LAW as the case type on the form.

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar number, and address</i>): TELEPHONE NO.: _____ FAX NO. (<i>Optional</i>): _____ E-MAIL ADDRESS (<i>Optional</i>): _____ ATTORNEY FOR (<i>Name</i>): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER: _____ RESPONDENT: _____ OTHER PARTY/PARENT: _____	
<p style="text-align: center;">APPLICATION FOR ORDER FOR <input type="checkbox"/> PUBLICATION OR <input type="checkbox"/> POSTING</p>	CASE NUMBER: _____

1. ☐ **Publication Request:** The petitioner requests that the court issue an order directing service of the summons listed in item 3 based on Code of Civil Procedure section 413.30, and that the summons be published in the following newspaper of general circulation (*name of proposed newspaper of general circulation where respondent is most likely to receive actual notice*):

2. ☐ **Posting Request:** The petitioner requests that the court issue an order directing service of the summons listed in item 3 by posting at the location listed below. The petitioner has submitted a *Request to Waive Court Fees* (form FW-001). This request is based on Code of Civil Procedure section 413.30.

Posting location (*name, city, and state of proposed location to post where respondent is most likely to receive actual notice*):

3. **The legal documents to be served are:**

- a. ☐ *Summons (Family Law)* (form FL-110)
- b. ☐ *Summons (Uniform Parentage—Petition for Custody and Support)* (form FL-210)
- c. ☐ *Other (specify):*

PETITIONER:	CASE NUMBER:
RESPONDENT:	
OTHER PARTY/PARENT:	

4 The respondent cannot with reasonable diligence be served in any manner specified in Code of Civil Procedure sections 415.10 through 415.40 based on the declaration below.

5. **Declaration:**

Describe how you tried to find the respondent. This search may include checking with respondent's last known address; respondent's friends and family, respondent's current and past employers and any unions, Internet research, and the tax assessor records in the county of respondent's last known address or any county in which you think the respondent may live. List all steps, the date you took each step, and the results. (You may want to check with your local court's self-help center or the California courts on-line self-help center for additional ideas about how to locate someone).

- a. I last saw or had contact with the respondent on (date):
at (location):
- b. The last address I have for respondent is:
- c. The last work or business address I have for respondent is:
- d. I have taken the following steps to try to find the respondent:

- ☐ Continued on the attached declaration. Number of pages attached: _____
- ☐ Search results attached.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)

_____
(SIGNATURE OF PETITIONER)

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5 **In Pro Per**

6 **SUPERIOR COURT OF THE STATE OF CALIFORNIA**
7 **COUNTY OF ORANGE**
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) Case No.:
	,)
Plaintiff / Petitioner,)	DECLARATION RE: DUE DILIGENCE
vs.)	PURSUANT TO CCP §§415.10-415.50
)	
	,)
Defendant / Respondent)	

15 I, _____, declare as follows:

16 I am the Plaintiff / Petitioner in this action. I have been unable to locate the whereabouts
17 of the Defendant / Respondent. The Complaint / Petition in this action was filed and Summons
18 was issued on _____.

19 I have an Order for Waiver of Fees and Costs on file in this matter.

20 Defendant / Respondent's last known residence address is: _____

21
22 I have attempted to locate the other party by doing the following:

- 23 1. ☐ I attempted to reach him or her at their last known address.

24 Result: _____

- 25
26 2. ☐ I have looked in online or print telephone directories for the area the other party was
27 living in when I last had contact with the party.

28 Directory Name: _____ Result: _____

Declaration Re: Due Diligence (CCP §415.10-415.50)

1 Directory Name: _____ Result: _____

2 3. ☐ Contacted the party's last known place of employment. Employer: _____

3 Dates employed there: _____

4 Result: _____

5 ☐ I was unable to contact the party's last known place of employment because:

6 _____

7 4. ☐ Contacted the party's relatives.

8 Name: _____ Date: _____ Result: _____

9 Name: _____ Date: _____ Result: _____

10 Name: _____ Date: _____ Result: _____

11 ☐ I was unable to contact the party's relatives because: _____

12 _____

13 _____

14 5. ☐ Contacted the party's friends and acquaintances.

15 Name: _____ Date: _____ Result: _____

16 Name: _____ Date: _____ Result: _____

17 ☐ I was unable to contact the party's friends and acquaintances because: _____

18 _____

19 _____

20 6. ☐ Contact the County Tax Assessors where you believe the other party owns property.

21 County: _____ Date: _____ Contact Info: _____

22 Result: _____

23 ☐ I was unable to contact the County Tax Assessors Office because: _____

24 _____

25 7. ☐ If you have a reason to believe that the other person is currently in a hospital or jail,
26 contact that hospital or jail and note results.

27 Place: _____ Date: _____ Time: _____

28 Result: _____

Declaration Re: Due Diligence (CCP §415.10-415.50)

1 8. ☐ My other efforts to locate the person include (attach exhibits with proof if you would
2 like): _____
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24 I declare under penalty of perjury under the laws of the State of California that the
25 foregoing is true and correct. Executed on _____ at _____, California.
26

27 _____
28 Plaintiff / Petitioner, In Pro Per

Declaration Re: Due Diligence (CCP §415.10-415.50)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <div style="display: flex; justify-content: space-between;"> <div>TELEPHONE NO.:</div> <div>FAX NO. (Optional):</div> </div> <div style="display: flex; justify-content: space-between;"> <div>E-MAIL ADDRESS (Optional):</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>ATTORNEY FOR (Name):</div> <div></div> </div>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT: OTHER PARTY/PARENT:	
ORDER FOR <input type="checkbox"/> PUBLICATION OR <input type="checkbox"/> POSTING	CASE NUMBER:

1. ☐ **Publication Granted:** The court finds that the respondent cannot be served in any other manner specified in the California Code of Civil Procedure. The court orders that the documents listed in item 6 be served by publication at least once per week for four successive weeks in the following newspaper (*specify*):

2. ☐ **Posting Granted:** The court finds that the respondent cannot be served in any other manner specified in the California Code of Civil Procedure and that the petitioner cannot afford to serve by publication. The court orders that the documents listed in item 6 be served by posting for 28 continuous days at the following location (*address*):

And that the documents in item 6, along with this order, be mailed to respondent's last known address (*specify*):

3. ☐ **Publishing Denied:** The court denies the request to publish.
 - a. ☐ Other methods of service are possible.
 - b. ☐ Insufficient attempts have been made to locate the respondent (*specify*):

4. ☐ **Posting Denied:** The court denies the request to post.
 - a. ☐ Other methods of service are possible.
 - b. ☐ Petitioner is able to pay fees required for publication.
 - c. ☐ Insufficient attempts have been made to locate the respondent (*specify*):

5. ☐ **Hearing Required:** The court orders that a hearing be set to determine the petitioner's financial circumstances. If at this hearing the court decides that the petitioner, based on financial circumstances, does not qualify for posting, then the court may order that the documents listed in item 6 be served by publication.

Hearing date:

Time:

Dept:

6. Documents to be served by publication or posting:
 - a. ☐ *Summons (Family Law)* (form FL-110)
 - b. ☐ *Summons (Uniform Parentage—Petition for Custody and Support)* (form FL-210)
 - c. ☐ Other (*specify*):

7. If, during the 28 days of publication or posting, you locate the respondent's address, you must have someone 18 years of age or older mail the documents listed in item 6 to the respondent along with this order. The server must complete and file with the court a *Proof of Service by Mail* (form FL-335).

Date:

JUDICIAL OFFICER

PETITIONER: RESPONDENT: OTHER PARTY/PARENT:	CASE NUMBER:
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INSTRUCTIONS

Publication:

1. **Publication:** Take this order to the approved newspaper for publication and pay the fee to publish the documents listed in item 6 of this order for at least once a week for four successive weeks.
2. **Proof of Service by Publication:** After the newspaper publication is complete, the newspaper will send you a declaration or affidavit of publication and a copy of the publication notice that appeared in the newspaper. You must file this declaration or affidavit of publication with the court clerk if it has not been filed by the newspaper. Be sure to make a copy for yourself.
3. **Service by Publication Completed:** Service by publication is complete at the end of the 28th day of publication in the newspaper. If no response has been filed by the respondent, the petitioner may file a *Request to Enter Default* (form FL-165) starting on the 59th day after the first day of publication.
4. **Mailing:** If during the time of publication, you locate the respondent's address, you must have someone 18 years of age or older mail the this order and all documents listed in item 6 of this order to the respondent. Be sure the person who mails these documents completes and files a proof of service of this mailing. The server may use *Proof of Service by Mail* (form FL-335).

Posting:

1. **Posting Location:** You must have someone, 18 years of age or older and not a party to the case, post a copy of this *Order for Publication or Posting* (form FL-982) and all documents listed in item 6 of this order at the court-ordered posting location leaving it posted for 28 days in a row.
2. **Mailing to last known address:** You must have someone, 18 years or older and not a party to the case, mail this *Order for Publication or Posting* (form FL-982) and all documents listed in item 6 of this order to the respondent's last known address. The person who mails these documents completes a proof of service of this mailing. The server may use *Proof of Service by Mail* (form FL-335).
3. **Proof of Service by Posting:** The person (server) who posts and/or mails these documents must complete and file a declaration under penalty of perjury of such proof of posting. The server may use *Proof of Service of Posting* (form FL-985).
4. **Service by Posting Completed:** Service by posting is complete at the end of the 28th day of posting. If no response has been filed by the respondent, the petitioner may file a *Request to Enter Default* (form FL-165) on the 59th day after the first day of posting.
5. **Mailing:** If during the time of posting, you locate the respondent's address, you must have someone 18 years of age or older mail the this order and all documents listed in item 6 of this order to the respondent. Be sure the person who mails these documents completes and files a proof of service of this mailing. The server may use *Proof of Service by Mail* (form FL-335).

1. At the time of service I was at least 18 years of age and not a party to this action. I served the respondent by posting copies of:
- a. ☐ *Summons (Family Law)* (form FL-110)
- b. ☐ *Summons (Uniform Parentage—Petition for Custody and Support)* (form FL-210)
- c. ☐ Other (specify):

2. Location where documents were posted:
3. Date when documents were first posted:
Date when documents were removed (*document must be posted at least 28 days*):

4. My Name: _____
My Address: _____
My Telephone No.: _____
I am (*specify*):
- a. ☐ exempt from registration under Business and Professions Code section 22350(b).
b. ☐ not a registered California process server.
c. ☐ a registered California process server: ☐ an employee or ☐ an independent contractor
(1) Registration No.: _____
(2) County: _____

5. ☐ I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
- or-
6. ☐ I am a California sheriff, marshal, or constable, and I certify that the foregoing is true and correct.

Date:

(NAME OF PERSON WHO SERVED PAPERS)

(SIGNATURE OF PERSON WHO SERVED PAPERS)



California Rules of Court

(Revised January 1, 2021)

Rule 3.252. Service of papers on the clerk when a party's address is unknown

(a) Service of papers

When service is made under Code of Civil Procedure section 1011(b) and a party's residence address is unknown, the notice or papers delivered to the clerk, or to the judge if there is no clerk, must be enclosed in an envelope addressed to the party in care of the clerk or the judge.

(Subd (a) amended and lettered effective January 1, 2003.)

(b) Information on the envelope

The back of the envelope delivered under (a) must bear the following information:

"Service is being made under Code of Civil Procedure section 1011(b) on a party whose residence address is unknown."

[Name of party whose residence address is unknown]

[Case name and number]

(Subd (b) amended and lettered effective January 1, 2003.)

Rule 3.252 renumbered effective January 1, 2007; adopted as rule 202.5 effective July 1, 1997; previously amended effective January 1, 2003.



SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE

WWW.OCCOURTS.ORG

NEWSPAPERS OF GENERAL CIRCULATION (ADJUDICATED)

Pursuant to Section 6000-6027 of the Government Code, the Superior Court of California, County of Orange, has ruled that the following publications are newspapers of general circulation.¹

<i>Name of Publication</i>	<i>Address</i>	<i>Telephone Number</i>	<i>Date Ordered</i>
*ANAHEIM BULLETIN	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	12/28/1951
ANAHEIM PRESS	121 E. Chestnut Avenue, Monrovia, CA 91016	626-301-1010 legals@hlrmedia.com	12/13/2017
BUENA PARK/ANAHEIM INDEPENDENT	5119 Ball Road Cypress, CA 90630	714-952-8505 info@localnewspapers.org	10/18/1996
*CAPISTRANO VALLEY NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	06/07/1984
COTO DE CAZA NEWS	23472 Vista del Verde, Suite 6 Coto de Caza, CA 92679	949-589-9990 mvlegals@yahoo.com	08/29/1995
*CURRENT	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	06/06/2003
**DAILY PILOT	N/A	888-881-6181 lalegal@tribune.com	09/26/1961
*DANA POINT NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	02/19/1998
DANA POINT TIMES	34932 Calle Del Sol, Suite B Capistrano Beach, CA 92624	949-388-7700 X100 Legals@picketfencemedia.com	08/23/2018
EVENT NEWSPAPERS	5119 Ball Road Cypress, CA 90630	714-220-0292 info@localnewspapers.org	06/23/2000
*FOUNTAIN VALLEY VIEW	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	07/01/1998
*FULLERTON NEWS TRIBUNE	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	02/09/1952

¹The newspapers shall remain on this list until court's ruling is vacated, modified, or set aside pursuant to GC 6024



SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE

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**HUNTINGTON BEACH INDEPENDENT (Zoned area of Daily Pilot)	N/A	888-881-6181 lalegal@tribune.com	08/26/1994
*HUNTINGTON BEACH WAVE	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	07/01/1998
HUNTINGTON HARBOUR SUN JOURNAL	216 Main Street Seal Beach, CA 90740	562-430-7555	07/26/1991
HUNTINGTON VOICE Attn: Dee PFanstiel	3010 E. Anaheim Street Long Beach, CA 90804	562-438-5641	09/12/2007
INDEPENDENT	5119 Ball Road Cypress, CA 90630	714-220-0292 info@localnewspapers.org	12/05/2003
IRVINE ORACLE Attn: Dee PFanstiel	3010 E. Anaheim Street Long Beach, CA 90804	562-438-5641	02/08/2007
*IRVINE WORLD NEWS	2190 S. Towne Center Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	08/23/1990
LADERA RANCH NEWS	23472 Vista Del Verde, #6 Coto de Caza, CA 92679	949-589-9990 mvlegals@yahoo.com	12/30/2004
**LAGUNA BEACH COAST LINE PILOT (Zoned area of Daily Pilot)	N/A	888-881-6181 lalegal@tribune.com	07/27/1992
*LAGUNA NEWS POST	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	09/28/1967
*LAGUNA NIGUEL NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	02/19/1998

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SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE

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*LAGUNA WOODS GLOBE	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	05/01/2006
MISSION VIEJO NEWS	23472 Vista del Verde, Suite 6 Coto de Caza, CA 92679	949-589-2333 mvlegals@yahoo.com	07/06/2000
NEWPORT NEWS	23472 Vista Del Verde, Suite 6 Coto De Caza, CA 92679	949-589-9990 mvlegals@yahoo.com	07/15/1997
NEWS ENTERPRISE	7441 Garden Grove Blvd., Suite G Garden Grove, CA 92841	714-894-2575 info@localnewspapers.org	02/08/1994
NGUOI VIET DAILY NEWS, INC.	14771 Moran Street Westminster, CA 92683	714-892-9414	06/06/2011
*ORANGE CITY NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	08/17/1970
ORANGE COUNTY BUSINESS JOURNAL	18500 Von Karman Avenue, Suite 150 Irvine, CA 92612	949-833-8373	04/24/1990
ORANGE COUNTY NEWS	7441 Garden Grove Blvd., Suite G Garden Grove, CA 92841	714-894-2575 info@localnewspapers.org	01/31/1978
*ORANGE COUNTY REGISTER	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 scampos@scng.com	01/18/1952
ORANGE COUNTY REPORTER	600 W. Santa Ana Blvd., #205 Santa Ana, CA 92701	714-543-2027	06/02/1922
ORANGE VOICE Attn: Dee PFanstiel	3010 E. Anaheim Street Long Beach, CA 90804	562-438-5641	09/17/2007

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SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE

WWW.OCCOURTS.ORG

NEWSPAPERS OF GENERAL CIRCULATION (ADJUDICATED)

Pursuant to Section 6000-6027 of the Government Code, the Superior Court of California, County of Orange, has ruled that the following publications are newspapers of general circulation.¹

<i>Name of Publication</i>	<i>Address</i>	<i>Telephone Number</i>	<i>Date Ordered</i>
*PLACENTIA NEWS TIMES	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	10/26/1982
*SADDLEBACK VALLEY NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	08/02/1988
SAN CLEMENTE NEWS	23472 Vista Del Verde, #6 Coto de Caza, CA 92679	949-589-9990 mvlegals@yahoo.com	03/21/2006
SAN CLEMENTE TIMES	34932 Calle Del Sol, Suite B Capistrano Beach, CA 92624	949-388-7700 X100 Legals@picketfencemedia.com	08/23/2018
SANTA ANA VOICE Attn: Dee PFanstiel	3010 E. Anaheim Street Long Beach, CA 90804	562-438-5641	09/17/2007
SEAL BEACH SUN	216 Main Street Seal Beach, CA 90740	562-430-7555	02/24/1975
*STAR PROGRESS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	06/15/2001
*SUN POST NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	06/20/1994
*TUSTIN NEWS	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	08/24/1928
WESTMINSTER HERALD	5789 Westminster Blvd. Westminster, CA 92683	714-893-4501 info@localnewspapers.org	01/31/1964
WESTMINSTER JOURNAL	7441 Garden Grove, Suite G Garden Grove, CA 92841	714-895-3484 info@localnewspapers.org	11/12/1980

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Revised 07/2020
L-1116



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**

WWW.OCCOURTS.ORG

NEWSPAPERS OF GENERAL CIRCULATION (ADJUDICATED)

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<i>Name of Publication</i>	<i>Address</i>	<i>Telephone Number</i>	<i>Date Ordered</i>
*YORBA LINDA STAR	2190 S. Towne Centre Place, Suite 100 Anaheim, CA 92806	714-796-2209 cgonzales@scng.com	05/07/1952
YORBA LINDA VOICE Attn: Dee PFanstiel	3010 E. Anaheim Street Long Beach, CA 90804	562-438-5641	09/12/2007

*Orange County Register

**Los Angeles Times

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L-1116