

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address)  TELEPHONE NO: _____ FAX NO: _____ E-MAIL ADDRESS: _____ ATTORNEY FOR: _____	For court use only
<b>Superior Court of California</b> <b>County of San Francisco</b> 400 McAllister Street San Francisco, CA 94102	
Petitioner/Plaintiff:  Respondent/Defendant:  Other Parent:	
<b>WORK SEARCH ORDER</b>	CASE NUMBER

1.  Petitioner  Respondent  Other Parent is ordered to look for work, **and to:**

spend a *minimum* of \_\_\_\_\_ **hours per week** in **job search related activities.**

apply for a *minimum* of \_\_\_\_\_ **jobs per week.**

No more than \_\_\_\_\_ applications can be done online.

Other conditions: \_\_\_\_\_

**You are responsible for** maintaining (1) a *written log* of your weekly activities (see local form: weekly search log) and (2) *copies* of all paperwork/correspondence related to your job search (letters, job applications sent, responses, contact information / business cards, etc.)

Activities should include *most or all* of the following:

- A. Networking with personal and professional contacts
- B. Interviewing for information, advice and job leads (“informational interviewing”)
- C. Reviewing prior contacts and following up regularly
- D. Conducting computer research (company, industry, job/current openings)

Examples *include*:

- Company-specific websites
- *Google* searches for relevant industry information
- [www.monster.com](http://www.monster.com) / [www.craigslist.org](http://www.craigslist.org)
- E. Searching local newspaper job ads for relevant openings
- F. Responding to and following up on advertised job openings (online, in-person, newspaper)

- G. Job search-related communication (resume revision, cover letters, following up on job leads, e-mail communications, thank-you notes, etc.)
- H. Contacting/working with placement agencies
- I. Contacting/attending alumni groups
- J. Attending career counseling / job coaching sessions
- K. Participating in job search clubs and/or job search skills training
- L. Participating in professional organizations
- M. Job skills training (computer/vocational classes relevant to job objective)
- N. Preparing for and attending job interviews
- O. Contacting a union, obtain placement on list, attend roll calls, and track placement on list.

2. You must serve a copy of the logs once per month and within the first 10 days of each month, starting \_\_\_\_\_, to:

- Opposing counsel or party
- Department of Child Support Services (DCSS)  
617 Mission Street, San Francisco, CA 94102
- \_\_\_\_\_

3. You must bring the signed, original weekly logs and all paperwork/correspondence related to your job search to court with you. Copies of all paperwork/correspondence related to your job search must be available for review if requested by opposing party within 10 days of request.

4. If you find work before the next court date, you must notify opposing party and counsel (if any) and (if checked)  the Department of Child Support Services (DCSS), in writing *within ten days*, providing name, address, and telephone number of employer, salary or wage level, job title, copies of any employment contract, hiring letter, or employment agreement, and first month's paycheck stub upon receipt.

5. The court reserves jurisdiction to retroactively modify support to the earliest date permitted by law, and to impose sanctions for any failure to comply with this order, including imputing income.

**SPOUSAL SUPPORT:** It is the goal of this state that each party will make reasonable good faith efforts to become self-supporting as provided in Family Code §4320. The failure to make reasonable good faith efforts may be one of the factors considered by the court as a basis for modifying or terminating spousal or partner support.

The parties are ordered to return to court for review on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, in Dept. \_\_\_\_\_.

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

\_\_\_\_\_  
Judge/Commissioner

(This can be completed by hand or re-created in a word processing table or database spreadsheet)

NAME: \_\_\_\_\_ CASE # \_\_\_\_\_ WEEK OF: \_\_\_\_\_

DATE	ACTIVITY	Contact/Organization (include name, title and phone number)	RESULTS	Follow Up Steps (describe what you're going to do next and when)	Time Spent (start/end time)

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

(signature) \_\_\_\_\_ (date) \_\_\_\_\_ Page \_\_\_ of \_\_\_