

# SEEK WORK ORDER

Superior Court of Contra Costa County

<p>ATTORNEY OR PARTY WITHOUT ATTORNEY:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p>	<p>FOR USE OF COUNTY CLERK ONLY</p>
<p>ATTORNEY FOR (NAME):</p>	
<p>Superior Court of Contra Costa County          751 Pine Street          P.O. Box 911          Martinez, CA 94553</p>	
<p>Petitioner/ Plaintiff:</p>	
<p>Respondent/ Defendant:</p>	<p>CASE NUMBER:</p>
<p>Other Parent:</p>	

## THE COURT ORDERS:

1.  Petitioner /  Respondent /  Other Parent / is to spend a *minimum* of \_\_\_\_\_ hours per week in **job search related activities**. You are responsible for maintaining (1) a *written log* of your weekly activities (see attached Form A) 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/ 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, email communications, thank-you notes, etc.)
- H. Contacting/ working with placement agencies
- I. Contacting/ attending alumni groups
- J. Attending career counseling/ job coach 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. Contact union, obtain placement on list, attend roll calls, and track placement on list.

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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)  
50 Douglas Drive  
Martinez, CA  
94553
- \_\_\_\_\_

3. You must bring the signed, original weekly logs and all paperwork/correspondence related to your job search to court with you. Copies of any and/or 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 the Department of Child Support Services or opposing party in writing *within five 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, to impose sanctions for any failure to comply with this order, and to impute 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 \_\_\_\_\_.

\_\_\_\_\_  
JUDGE/ COMMISSIONER

\_\_\_\_\_  
DATE