

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO <input type="checkbox"/> Ukiah Courthouse 100 North State Street Ukiah, CA 95482-0337	<i>For Court Use Only:</i>
, Petitioner,  vs.  , Respondent.	
<b>NOTICE OF FAMILY LAW CASE MANAGEMENT CONFERENCE</b>	CASE NUMBER:

TO ALL PARTIES AND TO THEIR ATTORNEYS OF RECORD:  
 Notice is given that a Family Law Case Management Conference has been scheduled as follows:

<b>Date:</b>	<b>Time:</b>	<b>Department:</b>
<b>Location:</b>		

Pursuant to California Rule of Court § 5.83, the court will make every effort to ensure that this matter is adjudicated timely with just resolution. **All parties must comply with the California Rules of Court.** The court will strictly monitor compliance and **can impose monetary sanctions and/or dismiss this matter** if the parties do not appear, if the parties do not timely file their Family Law Case Status Report, or if the parties fail to follow the rules set forth.

**INSTRUCTIONS FOR THE PETITIONER:**

1. You must:
  - a. **Serve** the Petition and a copy of this Notice of Family Law Case Management Conference on the other party and Proof of Service must be filed promptly with the Court.
  - b. **If a responsive pleading is not filed** within thirty (30) calendar days after service of the Petition, **you must file the necessary documents to obtain the default judgment and conclude your case.** The Family Law Case Management Conference will be vacated upon filing of the default judgment and your appearance will not be required.
  - c. **If a responsive pleading is filed** within thirty (30) calendar days after service of the petition, **you must file and mail to the other party** a completed Family Law Case Status Report (local form MFL-251) at least fifteen (15) days before the Family Law Case Management Conference. **Appearance at the Family Law Case Management Conference is mandatory.**

**INSTRUCTIONS FOR THE RESPONDENT:**

1. You must:
  - a. **File your Response with the Court within thirty (30) days** after you are served with the Petition and **serve the other party.** Your failure to file a timely response may result in a default being taken against you.
  - b. **File and mail to the other party** a completed Family Law Case Status Report (local form MFL-251) at least fifteen (15) days before the Family Law Case Management Conference. **Appearance at the Family Law Case Management Conference is mandatory.**

If you need assistance you may contact the Family Law Facilitator or the Self-Help Legal Access (SHLA) Center; both are located at the Ukiah Courthouse. Forms can be obtained from the Superior Court Clerk’s Office, the Family Law Facilitator, the Self-Help Legal Access (SHLA) Center, or the Court’s website at [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov).

Dated: \_\_\_\_\_

CHRISTOPHER D. RUHL, Clerk

\_\_\_\_\_  
 Deputy Clerk