

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO		FOR COURT USE ONLY
<input type="checkbox"/> UKIAH Courthouse 100 North State Street Ukiah, CA 95482	<input type="checkbox"/> TEN MILE Branch Court 700 South Franklin Street Fort Bragg, CA 95437	
Plaintiff/Petitioner vs. Defendant/Respondent.		CASE NUMBER:
NOTICE OF FAMILY LAW CASE MANAGEMENT CONFERENCE		

Date:	Time:	Location:
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INSTRUCTIONS FOR THE PETITIONER:

- a. You must serve on the other party the **Petition, Summons, and a copy of this Notice of Family Law Case Management Conference**. A Proof of Service must be filed promptly with the court.
- b. If a response from the other party **is not** filed within 30 calendar days after service of the Petition, you must file with the court the **necessary documents to obtain the default judgment and conclude your case**. The Family Law Case Management Conference hearing date will be cancelled, and your appearance will not be required once you file the default judgment.
- c. If the other party files a response within 30 calendar days after you serve the petition, you must file with the court and mail to the other party a completed Family Law Case Status Report (local form MFL-251, found on the court's website) at least 15 days before the Family Law Case Management Conference. **Appearance at the Family Law Case Management Conference is mandatory.**

INSTRUCTIONS FOR THE RESPONDENT:

- a. If you plan to do so, you must file your Response with the Court and you must serve the other party within 30 days after you have been served with the Petition.
- b. If you do not file a timely Response, the other party may file documents to obtain a default judgment and your case will be concluded by the court without your involvement.
- c. If you file a Response you must mail to the other party a completed Family Law Case Status Report (local form MFL-251, found on the court's website) at least 15 days before the Family Law Case Management Conference. **Appearance at the Family Law Case Management Conference is mandatory.**

If you need help, you may contact Self-Help at the Ukiah Courthouse. Forms can be obtained from the Self-Help Center or the Court's website at www.mendocino.courts.ca.gov. Go to the **Forms and Filings** tab and select **Forms Packets** and **Family Law** to be sure you have all required forms.

Date: _____

KIM TURNER, Clerk of Court

By: Deputy Clerk