

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number and Address)		FOR COURT USE ONLY
TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO		
<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	
PETITIONER/PLAINTIFF: _____ VS: _____ RESPONDENT/DEFENDANT: _____		CASE NUMBER: _____
NOTICE OF CIVIL CASE MANAGEMENT CONFERENCE and ORDER TO SHOW CAUSE re FAILURE TO COMPLY WITH SERVICE DEADLINES (Pursuant to Government Code Section 68600 et seq.)		

Pursuant to California Rules of Court, Title 3 and Standing Order 2025-03, Plaintiff must serve a copy of this Notice of Civil Case Management Conference and Order to Show Cause re: Failure to Comply with Service Deadlines, together with the summons and complaint or cross-complaint on all parties. The court will strictly monitor compliance and may impose sanctions and will dismiss a complaint or cross-complaint for repeated failures to comply.

This case is assigned to the Honorable _____ for all purposes.

1. The parties/counsel to this action must comply with required filing and service deadlines (CRC § 3.110(b)) or appear at an Order to Show Cause re: Failure to File Proof of Service hearing on _____ at _____ a.m. in Department _____ of the above name court branch.
 - a. Upon *Proof of Service* being timely filed, the order to show cause hearing will be vacated and the appearance of parties/counsel will not be required.
2. **Parties must appear for a Case Management Conference on _____ at _____ a.m. in Department _____ of the above name court branch. (CRC § 3.721).**
 - a. Parties must be thoroughly familiar with the case and fully authorized to proceed. Remote appearances are authorized pursuant to Local Rules 1.9 and 1.11.
3. Parties must meet and confer to consider each of the issues identified in CRC § 3.724 no later than 30 calendar days before the date set for the Case Management Conference.
4. Parties must file and serve a completed *Case Management Conference Statement* (use of Judicial Council Form CM-110 is **mandatory**) at least 15 days prior to the Case Management Conference (late filing may result in the issuance of sanctions). (CRC § 3.725).
5. *Court Reporters*: Pursuant to Local Rule 1.28, parties wanting a verbatim record of a civil proceeding will be required to hire a court reporter at their own expense as the court has an insufficient number of court reporters available for use in every proceeding.

Dated: _____

KIM TURNER, Clerk of the Court

Deputy Clerk