

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar Number and Address</i>) TELEPHONE NO.: _____ FAX NO. (<i>Optional</i>): _____ E-MAIL ADDRESS (<i>Optional</i>): _____ ATTORNEY FOR (<i>Name</i>): _____	FOR COURT USE ONLY
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 FAMILY LAW CASE MANAGEMENT CONFERENCE and ORDER TO SHOW CAUSE re: FAILURE TO COMPLY <small>(California Rules of Court, Rule 5.83; Family Code § 2450; Code of Civil Procedure §§ 583.210, 583.310, and Standing Order 2025-03)</small>	

Pursuant to California Rules of Court, Title 5, and Standing Order 2025-04, Petitioner must serve a copy of this Notice of Family Law Case Management Conference, together with the summons and petition on Respondent. The court will strictly monitor compliance and may impose sanctions and will dismiss a petition for repeated failures to comply.

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

1. **Parties/counsel to this action must comply** with required filing and service deadlines **or appear at** an Order to Show Cause re: Failure to File Proof of Service hearing on _____ at _____ in Department _____ of the above referenced court.
2. **Parties/counsel must appear for a Case Management Conference on** _____ at _____ in Department _____ of the above referenced court.

INSTRUCTIONS FOR THE PETITIONER:

- a. **You must serve the respondent** with the *Petition, Summons*, and a copy of this *Notice*. A *Proof of Service* must be filed within 60 days of case initiation (CRC § 5.83). The Order to Show Cause hearing will be vacated upon timely filing of the *Proof of Service* and parties will not be required to appear.
- b. **If a response from the respondent is not filed** within 30 calendar days after service of the *Petition*, you must file with the court the necessary documents to obtain a 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 respondent files a response** within 30 calendar days after the petition has been served, you must file with the court and mail the respondent a completed *Family Law Case Status Report* (local form MFL-251) at least 15 days before the Family Law Case Management Conference. **Appearance at the Family Law Case Management Conference is mandatory.** Remote appearances are authorized pursuant to Local Rules 1.9 and 1.11.

INSTRUCTIONS FOR THE RESPONDENT:

- a. **If you plan to do so, you must file your response with the court and serve the petitioner within 30 days** after you have been served with the *Petition*.
- b. **If you do not file a timely response**, the petitioner may file documents to obtain a default judgment, and your case will be concluded by the court without your involvement.

- d. **If you file a response you must mail to the petitioner** a completed *Family Law Case Status Report* (local form MFL-251) at least 15 days before the Family Law Case Management Conference. **Appearance at the Family Law Case Management Conference is mandatory.** Remote appearances are authorized pursuant to Local Rules 1.9 and 1.11.

If you need help, you may contact the Self-Help Center at the Ukiah Courthouse.

Forms can be obtained from the Self-Help Center or the court's website at www.mendocino.courts.ca.gov.

Dated: _____

KIM TURNER, Clerk of the Court

Deputy Clerk