

<p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO</p> <p><input type="checkbox"/> Ukiah Branch, 100 North State Street, Room 107, Ukiah, CA 95482</p> <p><input type="checkbox"/> Ten Mile Branch, 700 South Franklin Street, Room 144, Fort Bragg, CA 95437</p>	FOR COURT USE ONLY
<p style="text-align: center;">Plaintiff(s)</p> <p>vs.</p> <p style="text-align: center;">Defendant(s)</p>	<p>CASE NUMBER</p>
NOTICE OF CASE MANAGEMENT CONFERENCE	

TO ALL PARTIES AND THEIR ATTORNEYS OF RECORD:

Notice is given that a Case Management Conference has been scheduled as follows:

Date:	Time:	Department:
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The court will make every effort to ensure that this matter is brought to trial or otherwise disposed timely with just resolution. **All parties must comply with the California Rules of Court.** The court will strictly monitor compliance and can **impose monetary penalties** and/or dismiss a complaint or cross-complaint for repeated failures to comply.

1. You must:
 - a. **Serve** all named defendants and file proofs of service on those defendants with the court within 60 days of the filing of the complaint (CRC § 3.110(b));
 - b. **Give notice** of this conference to any party not included in this notice and file proof of service;
 - c. **Meet and confer**, in person or remotely pursuant to local rule 1.9, to consider each of the issues identified in California Rules of Court § 3.724 no later than **30** calendar days before the date set for the Case Management Conference;
 - d. **File and serve** a completed *Case Management Conference Statement* (use of Judicial Council Form CM-110 is **mandatory**) at least **15** days before the Case Management Conference (CRC § 3.725).
2. You are further ordered to appear in person or remotely pursuant to local rule 1.9 at the Case Management Conference noticed above. You must be thoroughly familiar with the case and fully authorized to proceed.
3. Each party must file a statement before the trial date indicating whether the party requests the presence of an official court reporter. Proceedings of less than one hour in duration will be reported without cost to any party.

Copy given to Cross-complainant

Date:

KIM TURNER, Clerk of the Court

, Deputy Clerk