

<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO</b> <input type="checkbox"/> Ukiah Branch, 100 North State Street, Room 107, Ukiah, CA 95482 <input type="checkbox"/> Ten Mile Branch, 700 South Franklin Street, Room 144, Fort Bragg, CA 95437	FOR COURT USE ONLY
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Petitioner</div> vs. <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <div style="text-align: center;">Respondent</div>	CASE NUMBER
<b>NOTICE OF FAMILY LAW CASE MANAGEMENT CONFERENCE</b>	

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>
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**>> THIS IS NOT YOUR TRIAL DATE <<**

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.

<p><b><u>Instructions for the PETITIONER:</u></b></p> <p>a. <b>You must serve the <i>Petition</i> and <i>Summons</i> and a copy of this <i>Notice of Family Law Case Management Conference</i> on the responding party and <i>Proof of Service</i> must be filed promptly with the court.</b></p> <p>b. <b>If the Respondent <u>does not</u> file a responsive pleading within thirty (30) calendar days after service of the <i>Petition</i>, you must file the necessary documents to obtain the default judgment and finalize your case.</b> The Family Law Case Management Conference hearing stated above will be vacated (canceled) when the default judgment is filed, and you will not have to appear.</p> <p>c. <b>If the Respondent files a responsive pleading within thirty (30) calendar days after service of the petition, you must file and mail to the responding party a completed <i>Family Law Case Status Report</i> (local form MFL-251) at least fifteen (15) days before the Family Law Case Management Conference hearing stated above. <b>You are required to appear at the Family Law Case Management Conference</b>, either in-person or remotely via Zoom (see the court’s website for the remote appearance information).</b></p>	<p><b><u>Instructions for the RESPONDENT:</u></b></p> <p>a. <b>You must file your response with the court within thirty (30) days</b> after you are served with the <i>Petition</i> and <i>Summons</i> and serve the <b>Petitioner</b> with a copy of your response. You must file the <i>Proof of Service</i> with the court promptly. If you do not file a response within 30 days, a default may be taken against you.</p> <p>b. <b>You must file and mail to the Petitioner a completed <i>Family Law Case Status Report</i> (local form MFL-251) at least fifteen (15) days before the Family Law Case Management Conference hearing stated above. <b>You are required to appear at the Family Law Case Management Conference</b>, either in-person or remotely via Zoom (see the court’s website for the remote appearance information).</b></p>
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If you need help, you may contact the Self-Help Center at 707-468-2020. Forms can be obtained from the court’s website at [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov), the Self-Help Center, or the Superior Court Clerk’s Office.

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

KIM TURNER, Clerk of the Court

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 Deputy Clerk