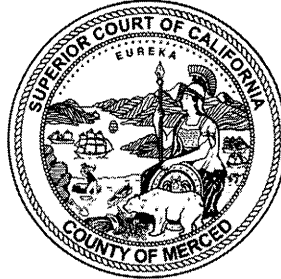


**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**



**AT-ISSUE MEMORANDUM**

**To Request a Trial Date for your Divorce**

<b>FORMS INCLUDED IN THIS PACKET</b>	
Instructions for completing the At-Issue Memorandum	
<b>At-Issue Memorandum</b>	Local Form #MSC-FL-022
Rev 8/10/2018	<b>PRICE: \$0.75</b>

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## Instructions for Filing Your At-Issue Memorandum

1. **You can request the Court to set your case for trial if you can answer yes to all of the following questions:**

- Has the **Petition** (FL-100) been served on the Respondent?
- Has the Respondent filed a **Response** (FL-120)?
- Has the Petitioner served Respondent with a **Preliminary Declaration of Disclosure** (FL-140 with attached documents) and filed a **Declaration Regarding Service of Declaration of Disclosure** (FL-141)?
- If you are requesting spousal or child support, is a current (filed within the last 90 days) **Income and Expense Declaration** (FL-150) on file with the Court?
- If you are requesting an order dividing property, is a current (filed within the last 90 days) **Property Declaration** (FL-160) on file with the Court?

2. **Complete the At-Issue Memorandum by answering all questions listed.**

1. **Nature of Case:** check the box that matches the type of case you have.
2. **The Petition was filed on:** list the date you filed your Petition with the Clerk's Office. The date is stamped on the copy of the Petition that you received when you filed.
3. **The Response was filed on:** write in the date the Response was filed (this information is available from the Clerk's office)
4. **Proof of Service of Preliminary Declaration of Disclosure has been filed:** STOP! PLEASE NOTE THAT UNLESS THE PETITIONER HAS FILED A DECLARATION OF SERVICE OF DECLARATION OF DISCLOSURE (FL-141) AS NOTED ABOVE, YOUR CASE IS NOT YET AT-ISSUE AND YOU CANNOT REQUEST A TRIAL.

5-6. **Complete as applicable.**

7. **Status of Custody Issues** (if any): If you have custody issues in this case, check the box that matches the current status of those issues.
8. **The parties in this action:** list the name, attorney name, address and telephone number of both parties.
9. If there are any days you know you will be unavailable for trial, tell the court those dates or days of the week so your trial will not be set then.
10. Date and sign the form

3. **Make two (2) copies of your completed, signed At-Issue Memorandum and have someone who is 18 years old or older and not a party to the case mail one copy to the other party. The person who mails the At-Issue Memorandum will complete and sign the Declaration of Service by Mail on the back of the form.**

4. **File the original and one copy of the At-Issue Memorandum with the Clerk's Office.**

5. **The Clerk will send you a letter telling you your trial date and any other documents you must file before that date.**

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PETITIONER:  
RESPONDENT:

CASE NUMBER:

**DECLARATION OF SERVICE BY MAIL**

I, the undersigned, certify:

1. I am at least 18 years of age and not a party to this legal action.
2. I deposited the At-Issue Memorandum in the United States mail, in a sealed envelope with postage fully prepaid, addressed as follows:

Addressee (name): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_.

3. I am a resident of or employed in the county where the mailing occurred. My residence or business address is:

\_\_\_\_\_.

4. Date of mailing: \_\_\_\_\_ Place of mailing (*city and state*): \_\_\_\_\_.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Name of Declarant:** \_\_\_\_\_