SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED



AT-ISSUE MEMORANDUM

To Request a Trial Date for your Divorce

FORMS INCLUDED IN THIS PACKET	
Instructions for completing the At-Issue Memorandum	
At-Issue Memorandum	Local Form #MSC-FL-022

Rev 8/10/2018

PRICE: \$0.75



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.



Α	TTORNEY OR PARTY WITHOUT ATTORNEY (Name and address):	FOR COURT USE ONLY		
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-	☐ Petitioner ☐ Respondent ☐ In Pro Per			
S	UPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED			
	STREET ADDRESS: ☐ 2260 N Street ☐ 1159 G Street			
N	MAILING ADDRESS: 627 W. 21st Street 1159 G Street			
CI	TY AND ZIP CODE: Merced, CA 95340 Los Banos, CA 93635			
	BRANCH NAME: Family Law			
P	ETITIONER:	CASE NUMBER:		
R	ESPONDENT:			
	AT-ISSUE MEMORANDUM (Family Law)			
1.	Nature of Case:			
	☐ Dissolution of Marriage ☐ Legal Separation ☐ Nullity ☐ Paternity	v □ Custodv □ Other:		
		· — — — — — — — — — — — — — — — — — — —		
2.	The Petition was filed on: (date). The Response was file	led on: (date)		
3.	Time estimated for trial: days	hours		
4.	Proof of Service of Preliminary Declaration of Disclosure has been	filed:		
	Petitioner ☐ Yes ☐ No Respondent ☐ Yes ☐ No			
5.	5. \square I represent to the court that all parties have been served with process or have appeared.			
	☐ This is a counter memorandum and this case is not ready for trial b	pecause:		
6.	☐ This case is entitled to preference based on code section:			
	☐ Status of Custody Issues (if any): ☐ Custody order in place			
	☐ CCRC is scheduled for: ☐ CCRC was held on:	☐ Hearing is scheduled for:		
0	The parties in this action (and their attorneys, if applicable) are:			
ο.	The parties in this action (and their attorneys, if applicable) are.			
	Petitioner: Respondent:			
	Attorney: Attorney:			
	Adduser			
	Telephone: Telephone:			
The following dates or days of the week are NOT acceptable to me (Family Law trials are set approx. 60-90 days				
aw	ay):			
Ιd	eclare under penalty of perjury under the laws of the State of California t	that the foregoing is true and correct.		
_				
Da	te: Signed: Name of Declarant:			

		11100 12 02
F	PETITIONER:	CASE NUMBER:
F	respondent:	
	DECLARATION	I OF SERVICE BY MAIL
I, t	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 postag		ed States mail, in a sealed envelope with postage fully prepaid
	addressed as follows:	
	Addressee (name):	
	Address:	

		Name of Declarant:
	Date:	Signed:
4.	Date of mailing:	Place of mailing <i>(city and state)</i> :
3.	I am a resident of or employed in the cour	ity where the mailing occurred. My residence or business address is:
	City, State, Zip:	·