

ATTORNEY OR PARTY WITHOUT ATTORNEY  NAME: _____ STATE BAR NO: _____ FIRM NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS (OPTIONAL): _____ TELEPHONE NO: _____ ATTORNEY FOR (NAME): _____ FAX NO. (OPTIONAL): _____	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY</b> Monterey Division 1200 Aguajito Road Monterey, California 93940	
PLAINTIFF/PETITIONER: _____  DEFENDANT/RESPONDENT: _____	
<b>AT-ISSUE MEMORANDUM, CERTIFICATE OF READINESS</b>  <b>COUNTER AT-ISSUE MEMORANDUM NATURE OF CASE</b>	CASE NUMBER: _____
<b>NATURE OF CASE</b> <input type="radio"/> Family Law: <input type="radio"/> Paternity: <input type="radio"/> Other (Specify): _____	

1. I hereby represent to the court that all essential parties have
  - a.  been served with process or appeared and this action is at issue as to all such parties.
  - b.  not been served with process or appeared, and this action is not at issue as to all such parties.
2. My parties are ready and they desire to have the case set for trial. All discovery will be completed at least 30 days prior to the trial except as may be allowed by order of the court for good cause shown or as may be had by stipulation of the parties or through voluntary exchange of information.
3. I understand that this case will be set for trial without the necessity for further appearance: that the Court will set long cause cases (more than one day) for trial not less than 90 days nor more than 180 days from the date of this At-Issue Memorandum, and set short cause cases (one day or less) not less than 30 days nor more than 90 days from the date of this At-Issue Memorandum. I certify that I will be available for the trial of this case during the time specified above except for those dates indicated below:
4. Calendaring information (**All items must be completed or At-Issue Memorandum will not be filed**).

Is a settlement conference requested? <input type="radio"/> Yes <input type="radio"/> No  If yes, a settlement conference statement must be filed.	Date Petition filed: _____  Estimated time of trial: _____
Dates not available for trial: (See No. 3 above for guidelines)	

PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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5. Attorney and any party unrepresented by an attorney (Item (a) must be completed for party (filing):

a. Name and Address	(1) Attorney Appearing (Name): (2) Telephone Number: (3) Representing <input type="radio"/> Petitioner <input type="radio"/> Respondent <input type="radio"/> Other Party (Name):
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b. Name and Address	(1) Attorney Appearing (Name): (2) Telephone Number: (3) Representing <input type="radio"/> Petitioner <input type="radio"/> Respondent <input type="radio"/> Other Party (Name):
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c. Name and Address	(1) Attorney Appearing (Name): (2) Telephone Number: (3) Representing <input type="radio"/> Petitioner <input type="radio"/> Respondent <input type="radio"/> Other Party (Name):
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I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on (date) \_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

**Any party not in agreement with the information, estimates or the statement that all essential parties have been served with process or have appeared in this action and that the action is at issue as to all such parties shall, within 10 days after service of this at-issue memorandum, serve and file a counter at-issue memorandum.**

**CERTIFICATE OF MAILING CCP §1013A**

I do hereby certify that I am not a party to the within stated cause and that on \_\_\_\_\_, I deposited true and correct copies of the following document(s):

AT-ISSUE MEMORANDUM, CERTIFICATE OF READINESS  
COUNTER AT-ISSUE MEMORANDUM

Addressed as shown in item 5, excluding item 5a

My    Residence    Business address is: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on (date) \_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature