

AT-ISSUE MEMORANDUM

FORMS AVAILABLE ON THE INTERNET AT WWW.SUTTERCOURTS.COM OR WWW.COURTS.CA.GOV

General Information

**** IF YOU HAVE CHILDREN, YOU MUST COMPLETE MEDIATION ORIENTATION AND SCHEDULE YOUR MEDIATION APPOINTMENT PRIOR TO YOUR COURT DATES.**

Note: IF YOU HAVE NOT EXCHANGED YOUR FINANCIAL DISCLOSURES YOU MUST DO SO BEFORE YOUR TRIAL DATE. (USE THE CHECKLIST BELOW TO SEE IF YOU WILL NEED TO FILE THESE DOCUMENTS BEFORE YOU FILE YOUR AT-ISSUE MEMORANDUM)

I HAVE FILED THE FOLLOWING DOCUMENTS LISTED BELOW:

- FL-150 Income and Expense Declaration**
- FL-140 Declaration of Disclosure (Do not file with the court but serve the other party with a copy)**
- FL-141 Declaration Regarding Service of Declaration**
- FL-160 Property Declaration (Community Property and Separate Property)**

The dissolution Petition has been filed and served on the Respondent. Respondent has filed a Response with the court, so the default process cannot go forward. Now all issues need to be settled. One way is to reach an agreement, or stipulation, between the Petitioner and Respondent. If that option is not available, the matter will likely need to be set for trial.

The At-Issue Memorandum, when completed, advises the court and the other party that you are ready for trial.

1. Complete the At-Issue Memorandum form appropriately. Do not fill out page 2, yet.
2. Make 2 copies of the completed form.
3. Have someone else, **not you**, mail one copy to the other party in the case prior to filing it with the court. Have that same person complete the Proof of Service by Mail (Page 2) on the back of the original At-Issue Memorandum (be sure they sign it).
4. File the original At-Issue Memorandum with the completed Proof of Service by Mail (Page 2) with the Court Clerk.
5. Keep a copy for yourself.
6. You must also serve a Declaration of Disclosure (**form FL-140**) on the other party. You may serve the other party at the same time you are serving the At-Issue Memorandum.
7. The Clerk will issue a minute order that sets the date and time of the trial, and will mail a copy of it to Petitioner and Respondent.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER**

**FAMILY LAW FACILITATOR
FAMILY LAW INFORMATION CENTER**

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530-822-3305

REVISED 6/21/2017

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) TELEPHONE NO: ATTORNEY FOR (Name)	For Court Use Only
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SUTTER STREET ADDRESS: 1175 Civic Center Blvd. MAILING ADDRESS: CITY AND ZIP CODE: YUBA CITY, CA 95993	
PETITIONER: RESPONDENT:	
<input type="checkbox"/> AT-ISSUE MEMORANDUM AND REQUEST FOR TRIAL <input type="checkbox"/> COUNTER AT-ISSUE	CASE NUMBER:

- Petitioner is self-represented Attorney for Petitioner is: _____
 Respondent is self-represented Attorney for Respondent is: _____

*****REQUIRED DISCLOSURES*****

BEFORE YOUR SETTLEMENT CONFERENCE YOU WILL NEED TO COMPLY WITH DISCLOSURE REQUIREMENTS BY FILING AND/OR EXCHANGING SOME OR ALL OF THE LISTED DOCUMENTS.

- FL-160 PROPERTY DECLARATION- Separate Property Date Filed: _____
 Required if there is separate property still to be divided by the court.
- FL-160 PROPERTY DECLARATION - Community Property Date Filed: _____
 Required if there are any community assets or debts that were acquired during the marriage.
- FI-150 INCOME AND EXPENSE DECLARATION Date Filed: _____
 Required if you are seeking spousal or child support at the time of trial.
- FL-140 DECLARATION OF DISCLOSURE Date Served: _____
**This required disclosure is not filed with the court, it is served on the other party.*
- FL-141 DECLARATION OF SERVICE OF DISCLOSURE Date Filed: _____

- Has the other party in this case served you with their Disclosures?
- FL-140 DECLARATION OF DISCLOSURE Date Served: _____
- Have the parties and/or counsel met to discuss settlement? Yes No
- Is the Department of Child Support Services providing service to the parties? Yes No
- County _____ Case Number _____

ISSUES SETTLED

- Child Custody Parenting Plan/ Visitation
 Parentage Child Support
 Spousal / Partner Support
 Property Division Retirement / Pensions
 Other Issues: _____

ISSUES TO BE LITIGATED

- Child Custody Parenting Plan/ Visitation
 Parentage Child Support
 Spousal / Partner Support
 Property Division Retirement / Pensions
 Other Issues: _____

Estimated Time for Trial: _____ Days Hours

Date: _____

Type or Print Name

Signature of Attorney for Petitioner Respondent

AT-ISSUE MEMORANDUM – COUNTER AT-ISSUE

SHORT TITLE	CASE NUMBER
<input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> MSC <input type="checkbox"/> LCH <input type="checkbox"/> TRIAL	

PROOF OF SERVICE BY MAIL

[CCP §1013 A (3)]

I am over the age of 18, not a party to this matter, and a resident or employed in the county where the mailing took place. My residence/business address is _____.

I served copies of this At-Issue Memorandum and Request for Trial () Declaration of Disclosure (Form FL-140) by enclosing it in a sealed envelope with postage fully prepaid, and depositing it in the United States mail addressed as follows:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

Type or Print Name

Signature of Declarant