

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): _____ _____ _____ TELEPHONE NO: () _____ FAX NO: () _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF KINGS STREET ADDRESS: 1640 Kings County Drive MAILING ADDRESS: CITY AND ZIP CODE: (same) BRANCH NAME: Hanford, CA 93230	
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____	
<input type="checkbox"/> AT ISSUE MEMORANDUM <input type="checkbox"/> COUNTER AT ISSUE MEMORANDUM	CASE NUMBER: _____

Nature of Case:

- | | |
|----------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> General Civil | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Other (specify): _____ |

THE COURT IS REQUESTED TO SET THIS CASE FOR TRIAL

1. I (name): _____, declare:
 - a. All essential parties have been served with process or have appeared and this action is at issue. I request that all unserved parties named in my pleading, except fictitiously named parties, be dismissed without prejudice.
 - b. All essential parties have not been served with process or appeared and this action is NOT at issue.
 - c. I represent a defendant and I believe this action is at issue and ready to be set for trial.
2. A jury trial is demanded (If a jury trial is demanded in a general civil case, trial must be set through the Case Management Conference).
3. Estimated time for the trial: _____ hours _____ days
- * 4. List dates **not** available for trial within the next **3-6 months**: _____
 Check here if you need more space to list unavailable dates. Attach an 8 1/2 x 11-inch sheet of paper and write "At-Issue Memorandum, Item #4" by your statement.
- ** 5. List **all other** names, addresses, and telephone numbers of attorneys for the parties and/or of parties appearing without counsel:

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, and address):
TELEPHONE NO: () _____

Representing:	
<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant
<input type="checkbox"/> Petitioner	
<input type="checkbox"/> Cross-complainant	<input type="checkbox"/> Cross-defendant

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, and address):
TELEPHONE NO: () _____

Representing:	
<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant
<input type="checkbox"/> Respondent	
<input type="checkbox"/> Cross-complainant	<input type="checkbox"/> Cross-defendant

(Continued on reverse)

- * If a Counter At Issue Memorandum is to be used only to indicate trial dates not available, complete only item 5, otherwise the entire form must be completed.
- ** The word "plaintiff" includes cross-complainant, "defendant" includes cross-defendant, and singular includes the plural.

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT:	CASE NUMBER:
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(Item #5 continued)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, and address): _____ _____ _____ TELEPHONE NO: ()

Representing:	
<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant
<input type="checkbox"/> Cross-complainant	<input type="checkbox"/> Cross-defendant

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, and address): _____ _____ _____ TELEPHONE NO: ()

Representing:	
<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant
<input type="checkbox"/> Cross-complainant	<input type="checkbox"/> Cross-defendant

Check here if you need more space to list additional parties. Attach an 8 1/2 x 11-inch sheet of paper and write "At-Issue Memorandum, Item #5" by your statement.

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)

PROOF OF SERVICE BY MAIL

(The section below must be completed in full or the At Issue Memorandum will not be accepted for filing.)

1. At the time of mailing, I was at least 18 years of age, not a party to this cause and a resident of or employed in the county where the mailing occurred.
2. My residence or business address is (specify): _____

(city) , (state) (zip code)
3. I enclosed a true copy of this *At Issue Memorandum* in a sealed envelope and deposited the envelope, by first class, postage prepaid (check either a or b)
 - a) directly in a United States Postal Service mail drop OR
 - b) at my place of business for same-day collection and mailing with the United States mail, following our ordinary business practices with which I am readily familiar.

The envelope was addressed and mailed as follows:

- a) Addressed as shown in item 5, and in attachment labeled item #5.
- b) Date of mailing: ____/____/____
- c) Place of mailing (city and state): _____ , _____

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 OF DECLARANT) (SIGNATURE OF DECLARANT)