

SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF SAN MATEO

Attorney for \_\_\_\_\_ )  
 )  
 )  
 ) Plaintiff (s) )  
 vs. )  
 )  
 )  
 )  
 )  
 )  
 \_\_\_\_\_ )  
 Defendant (s)

No.

MEMORANDUM THAT CIVIL CASE IS AT ISSUE

Nature of case (state fully) \_\_\_\_\_  
\_\_\_\_\_

Do you demand a jury? \_\_\_\_\_ Time estimated for trial \_\_\_\_\_  
(Yes or No)

Is this case entitled to legal preference in setting? \_\_\_\_\_

If Yes, state code or statute section \_\_\_\_\_  
\_\_\_\_\_

Names, Addresses and Telephone Numbers of all Attorneys or Parties without counsel in Action.  
(For additional Attorneys/Parties use Reverse Side or Attachment)

\_\_\_\_\_ Attorney for \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_  
(Address)

\_\_\_\_\_ Attorney for \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_  
(Address)

\_\_\_\_\_ Attorney for \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_  
(Address)

\_\_\_\_\_ Attorney for \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

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JUDICIAL ARBITRATION INFORMATION under CCP 1141.11 provided by California Rule 209.

Is this case suitable for arbitration \_\_\_\_\_ (Yes or No)

If not, statement of reason why not \_\_\_\_\_

Does plaintiff elect or parties stipulate to arbitration \_\_\_\_\_

State type of injury and special damages if personal injury case \_\_\_\_\_

State amount of damage and relief sought in any other type of case \_\_\_\_\_

I hereby represent to the court that all essential parties have been served with process or have appeared herein and that this case is at issue as to all such parties; that no amended or supplemental complaint or cross-complaint or other affirmative pleading remains unanswered; or that any unanswered cross-complaint has been on file for six months or more; that to my knowledge no other parties will be served with a summons prior to the time of trial, and I know of no further pleading to be filed.

My parties are ready and they desire to have the case set for a pre-arbitration, settlement and trial setting conference, if required, or for trial, and will make reasonable efforts to complete discovery proceedings before the conference.

All discoveries will be completed at least 30 days prior to trial except as may be allowed by order of court for good cause shown or as may be had by stipulation of the parties or through the voluntary exchange of information.

Dated: \_\_\_\_\_

Attorney (s) for: \_\_\_\_\_

ANY PARTY NOT IN AGREEMENT WITH THE INFORMATION OR ESTIMATES GIVEN IN AN AT-ISSUE MEMORANDUM SHALL WITHIN 10 DAYS AFTER SERVICE SERVE AND FILE A MEMORANDUM IN THEIR BEHALF.

I am over the age of 18 and not a party to this issue. I am a citizen of the United States and a resident of or employed in the county where the mailing occurred. My residence of business address is:

I served the foregoing Memo that Civil Case Is At Issue by enclosing a true copy in a sealed envelope addressed to each person whose name and address is given above and depositing the envelope in the United States mail with the postage fully prepaid on the date and place as shown below. I declare under penalty that the foregoing is true and correct and that this declaration is executed on

Date \_\_\_\_\_ at (place) \_\_\_\_\_, California

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

\_\_\_\_\_  
Signature of Declarant