Attorney or Unrepresented Party (name, address, e-mail and phone no.): California Bar No.: Attorney for (Name):	Space below for use by Court Clerk only.
SUPERIOR COURT OF CALIFORNIA, COUNTY OF TUOLUMNE 12855 Justice Center Drive, Sonora, CA 95370 Phone: (209) 533-5555	
Petitioner/Plaintiff: Respondent/Defendant:	Case Number:
☐ Counter	**CIVIL AT ISSUE MEMORANDUM**

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. Calendaring information (IF ITEM 1a IS CHECKED, ITEMS 2a-h MUST ALL BE COMPLETED, OR AT ISSUE MEMORANDUM WILL NOT BE FILED.):

Question	No	Yes
a. Is a jury demanded? (No jury for short causes.)	☐	☐
b. Is this action entitled to legal preference for setting?	☐	☐
c. If so, give code section: _____ Is this case suitable for arbitration? If not, state reasons. _____ _____	☐	☐
d. Do you elect case to be placed on arbitration hearing list?	☐	☐
e. Do the parties stipulate to the case being placed on the arbitration hearing list? (Note: Separate written stipulation must be filed with the clerk.)	☐	☐
f. Do you request a court reporter? (See local Rules for payment guidelines.)	☐	☐
g. Estimated time for trial: ☐ hours ☐ days		
h. Date of last settlement attempt:		

3. Attorney and any party unrepresented by an attorney (Item 3a must be completed for party filing.)

a. Name and Address:
1.Telephone number: _____
2.Attorney appearing: _____
3.Representing: ☐Plaintiff ☐ Petitioner
☐Defendant ☐ Respondent
Name: _____

b. Name and Address:
1. Telephone number: _____
2. Attorney appearing: _____
3. Representing: ☐ Plaintiff ☐ Defendant ☐ Other
Name: _____

c. Name and Address:
1. Telephone number: _____
2. Attorney appearing: _____
3. Representing: ☐ Plaintiff ☐ Defendant ☐ Other
Name: _____

d. Name and Address:
1. Telephone number: _____
2. Attorney appearing: _____
3. Representing: ☐ Plaintiff ☐ Defendant ☐ Other
Name: _____

I represent to the court that no amended or supplemental petition, complaint or cross-complaint, or other affirmative pleading remains unanswered; 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. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and this declaration is executed on (date) _____, at _____, California.

Signature: _____

ANY PARTY NOT IN AGREEMENT WITH THE INFORMATION CONTAINED HEREIN SHALL, WITHIN TEN DAYS AFTER SERVICE OF THIS AT ISSUE MEMORANDUM, SERVE AND FILE A COUNTER AT ISSUE MEMORANDUM.

PROOF OF SERVICE BY MAIL

I am over the age of eighteen, not a party to the cause, and not a resident or employed in the county where the mailing took place. I served a copy of the foregoing by placing a true copy, enclosed in a sealed envelope with postage fully prepaid, I the United States mail as follows:

Date of deposit: _____ Place of deposit: _____

To the address(es) as shown in Item 3, excluding item 3A,

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 this declaration is executed on (date) _____, at _____, California.

_____ _____
(Type or Print Name) Signature

(Continued from reverse side)