



<b>Cover Sheet:</b>	<b>Memorandum to Set</b>
<b>Effective Date:</b>	July 15, 2021
<b>Last Revision Date:</b>	June 8, 2022
<b>Purpose:</b>	This form is used to set a family law case for trial when all discovery is complete and all required steps have been completed to obtain a judgment.
<b>Assistance:</b>	Parties who are acting as their own attorneys may receive help from the Self Help Center to complete these forms. You may contact the Self Help Center through the Court's website, by creating an e-Correspondence account.
<b>Required Forms:</b>	The following local form is used in Sacramento County: <ul style="list-style-type: none"><li>• Memorandum to Set, local form FL/E-LP-625</li></ul>
<b>Filing Fee:</b>	None
<b>Copies:</b>	"Make 2 copies of the completed form. The Court will file and keep the original and will endorse and return the copies to you.
<b>Before You File:</b>	Check the Court's website for available trial dates at <a href="https://www.saccourt.ca.gov/family/family-law.aspx">https://www.saccourt.ca.gov/family/family-law.aspx</a> .
<b>Filing:</b>	<p>All forms must be typewritten or printed in blue or black ink. (See California Rules of Court, Rules 2.100-2.119)</p> <p>Mail or place completed forms in the court drop-box located at the Family Court at 3341 Power Inn Road, Sacramento, CA 95826. Drop box hours are 8:00 am to 5:00 pm Monday through Friday, excluding Court holidays.</p> <p>Forms may also be filed in person between the hours of 8:30 am and 4:00 pm. You must make an appointment online or obtain a ticket from Reception to file in person.</p>
<b>Next Steps:</b>	<p>Once settlement conference and trial dates have been assigned, both parties will need to complete a Statement of Issues and Contentions.</p> <p>If you will need an interpreter at the hearing, please call (916) 875-2620 at least 10 days before the hearing. You will be asked to provide your name, case number, and the language needed.</p>

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name and Address</i> ): TELEPHONE NO   ATTORNEY FOR: ( <i>Name</i> )	<i>For Court Use Only</i>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO</b> STREET ADDRESS: 3341 Power Inn Road MAILING ADDRESS: Same CITY AND ZIP CODE: Sacramento, CA 95826	
PETITIONER/PLAINTIFF:  RESPONDENT/DEFENDANT:	
<input type="checkbox"/> MEMORANDUM TO SET (FAMILY LAW) <input type="checkbox"/> AMENDED MEMORANDUM TO SET (FAMILY LAW)	CASE NUMBER:

**NATURE OF CASE:** [ ] Family Law [ ] Paternity [ ] Other: \_\_\_\_\_

1. [ ] Petitioner [ ] Respondent [ ] Claimant has complied fully with all disclosure, access, and accounting requirements under Family Code section 721, 1100(e), and (applicable to all proceedings filed after January 1, 1993) Family Code section 2100 et seq.
2. Declarant has responded fully to all discovery propounded by the opposing party or parties and there is no discovery for which there was an objection.
3. If preference is claimed, cite code:  
\_\_\_\_\_.
4. Estimated time for trial: (*Please check only one box below*)  
 [ ] 1/2 day [ ] 1 day [ ] 2 days [ ] Other: \_\_\_\_\_ days
5. Date petition filed: \_\_\_\_\_ Date response filed: \_\_\_\_\_
6. I hereby represent that all essential parties have been served with process or appeared, and this action is at issue as to all such parties, and I know of no further pleadings to be filed.
7. Indicate below names of party/parties being represented and trial counsel:
 

Petitioner(s): Attorney: Address: Telephone:	Claimant(s): Attorney: Address: Telephone:
Respondent(s): Attorney: Address: Telephone:	

**NOTICE**

Family law trials will be set on Thursdays and Fridays only at 8:30 a.m., in the department of the supervising family law judge, and a settlement conference will be scheduled one week before the trial in Dept. 128. Trials, 2 days in length, are scheduled on Thursday and the subsequent Friday.

Completion of the Settlement Conference section below is mandatory.

**MEMORANDUM THAT FAMILY LAW CASE IS AT ISSUE**

**Trial:** The following dates are *AVAILABLE OR AGREED* upon for trial for the respective parties during the period commencing typically no sooner than 55 days after and ending no later than 100 days after the date of filing the at-issue memorandum. *(Please refer to NOTICE above.)*

Petitioner's Available or Agreed Dates: \_\_\_\_\_

Respondent's Available or Agreed Dates: \_\_\_\_\_

Claimant's Available or Agreed Dates: \_\_\_\_\_

**Settlement Conference:** The following dates are *AVAILABLE OR AGREED* upon for settlement conference for the respective parties.

Petitioner's Available or Agreed Dates: \_\_\_\_\_

Respondent's Available or Agreed Dates: \_\_\_\_\_

Claimant's Available or Agreed Dates: \_\_\_\_\_

I, the undersigned declare, I am the attorney for or petitioner/respondent/claimant in this action. I have attempted to obtain dates that the other party will be available for settlement conference/trial and have been unable to determine such dates for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
DATED (ATTORNEY FOR) PETITIONER/RESPONDENT/CLAIMANT

**PROOF OF SERVICE**

I served the Memorandum To Set by depositing a copy thereof in sealed envelopes, postage prepaid, in the United States mail, addressed to each party or attorney of record at the addresses indicated on the front of this form, on \_\_\_\_\_ at \_\_\_\_\_, California.

At the time of service, I was at least 18 years of age, a United States citizen, employed/residing in the county where the mailing occurred, and not a party to the action. My residence/business address is:

\_\_\_\_\_.

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

\_\_\_\_\_  
DATED DECLARANT