

4. Indicate party being represented:

CASE NAME:	CASE NUMBER:
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I represent to the court that all essential parties have been served with process or have appeared and that this case is at issue as to all such parties; that no amended or supplemental petitions or other affirmative pleadings remain 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.

Date: _____

Signature of Attorney or Self-Represented Party

Any party not in agreement with the information or estimates given in the At-Issue Memorandum shall within 10 days after service thereof serve and file a memorandum in their behalf.

CERTIFICATE OF READINESS

Any party signing this certificate is ready to set the case for trial, pretrial if required, or a trial setting conference, and will make reasonable efforts to complete discovery proceedings before pretrial if it is required. All discovery will be completed at least 30 days prior to trial except as allowed by court order for good cause shown, by the parties' stipulation, or through voluntary exchanges of information.

Date: _____

Signature of Attorney or Self-Represented Party

PROOF OF SERVICE BY MAIL (Code Civ. Proc. § 1013a)

I served the attached At-Issue Memorandum and (if completed above) Certificate of Readiness by depositing a copy (enclosed in a sealed envelope, postage prepaid) in the United States mail, addressed to each party or to their attorney as shown in such memorandum, on (date) _____ at (place) _____, 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 ☐ business ☐ residence 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 (place) _____.

Type or Print Name

Signature of Declarant