

**SECTION 7**  
**CRIMINAL RULES - MISDEMEANOR SETTLEMENT CONFERENCE**  
**AND PRETRIAL PROCEEDINGS**

[...]

**RULE 7.02 THE SETTLEMENT CONFERENCE**

- (A) ~~Defense counsel shall have the defendant(s) present unless previously excused by the court.~~
- (B) Both sides shall be fully prepared and able to discuss the facts of the case and the availability of witnesses for trial. The settlement conference shall not be continued without actual good cause shown. It is the policy of the court to conduct one settlement conference for each case.
- (B)(C) The court will be prepared to accept dispositions and to set trial dates at the settlement conference.
- (C)(D) Pleas of guilty or no contest entered by counsel pursuant to Penal Code section 977 must be accompanied by a properly executed and notarized plea form if the plea relates to any offense that constitutes a prior offense for purposes of enhanced punishment upon a subsequent conviction under any statute, including, but not limited to Penal Code section 488 and Vehicle Code sections 14601, 23103.5, 23152, and 23153.

(Amended, effective January 1, 2017 2011)

**RULE 7.05 READINESS CALENDAR**

- (A) All counsel shall attend a trial readiness calendar held two court days prior to the jury trial date prepared to indicate to the court a readiness to proceed to jury trial. ~~The obligations of the parties and counsel are as set forth in California Rules of Court, Rule 4.112(a), and incorporated herein by this reference.~~ The prosecuting attorney must have authority to dispose of the case.
- (B) ~~Defense counsel shall have the defendant(s) present unless previously excused by the court.~~
- (C) All cases shall be settled as soon as reasonably practicable. The home court judge may set cut-off dates for accepting negotiated dispositions.

(Amended, effective January 1, 2017 2014)

[...]

**SECTION 14  
FAMILY LAW RULES**

**RULE 14.08 EX PARTE APPLICATION FOR ORDER SHORTENING TIME FOR  
EMERGENCY TEMPORARY ORDER**

Upon the filing of an ex parte application for order shortening time or an ex parte application seeking an emergency temporary order, the moving party shall prepare and file LF-FAM-101, *Declaration of Notice for Emergency Temporary Order*. Judicial Council form FL-303, *Declaration Regarding Notice and Service of Request for Temporary Emergency (Ex Parte) Orders*, may be filed in place of FL-FAM-101.

(~~Amended~~ Adopted, effective January 1, 2017 ~~July 1, 2014~~)

[...]



# PROOF OF SERVICE BY MAIL

PETITIONER: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

RESPONDENT: \_\_\_\_\_

**Instructions:** After having the parties served with this At-Issue Memorandum, have the person who mailed the form complete this Proof of Service by Mail. An **unsigned** copy of the Proof of Service by Mail should be completed and served with the At-Issue Memorandum. Give the At-Issue Memorandum and the completed Proof of Service by Mail to the clerk for filing. If you are representing yourself, someone else must mail these papers and sign the Proof of Service by Mail.

1. I am over the age of 18 and **not a party to this case**. I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is (specify): \_\_\_\_\_  
\_\_\_\_\_
3. I served the At-Issue Memorandum by enclosing a copy in an envelope addressed to all parties appearing in case as shown in such memorandum AND
  - A.  **depositing** the sealed envelope in the United States mail on the date and at the place shown in item 3c with the postage fully prepaid.
  - B.  **placing** the envelope for collection and mailing on the date and the place shown in item 3c following ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
  - C. (1) Date mailed: \_\_\_\_\_  
(2) Place mailed (city and state): \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PERSON WHO MAILED FORM)

## NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED

**NAME**

**Address (number, street, city and zip code)**

<b><u>NAME</u></b>	<b>Address (number, street, city and zip code)</b>