

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)	TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR (Name) :		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF GLENN 526 W. SYCAMORE STREET WILLOWS, CALIFORNIA 95988		
PLAINTIFF:		CASE NUMBER:
DEFENDANT:		
NOTICE OF CASE MANAGEMENT CONFERENCE		

1. NOTICE is given that a **Case Management Conference** has been scheduled as follows:

Date:	Time:
Address of Court is:	

2. You must file and serve a completed *Case Management Conference Statement* at least **five days** before the case management conference.
3. You must be familiar with the case and be fully prepared to participate effectively in the case management conference.
4. At the case management conference the court may make pretrial orders, including the following:
 - a. An order establishing a discovery schedule.
 - b. An order referring the case to arbitration.
 - c. An order transferring the case to limited jurisdiction or justice court.
 - d. An order dismissing fictitious defendants.
 - e. An order scheduling exchange of expert witness information.
 - f. An order setting subsequent conferences and the trial date.
 - g. Other orders to achieve the goals of the Trial Court Reduction Act (Gov. Code, § 68600 et seq.)
5. **Telephonic court appearances are provided through Courtcall to the court. To make arrangements to appear at the case management conference by telephone, please call the program administrator for Courtcall, DO NOT CALL THE COURT, at (310) 342-0888 or (888) 882-6878 at least five (5) court days prior to the hearing.**

Date:

CINDIA MARTINEZ, Court Executive Officer

By _____,
_____, Court Clerk

--- SANCTIONS ---

If you do not file the *Case Management Conference Questionnaire* required by the local rule, or attend the case management conference or participate effectively in the conference, the court may impose sanctions (including dismissal of the case, striking of the answer, and payment of money).

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