



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
FAMILY LAW & PROBATE DIVISION

**INSTRUCTIONS FOR FAMILY LAW SETTLEMENT CONFERENCE
AND TRIAL OR LONG CAUSE HEARING (TRIAL)**

<p>Settlement Conference Instructions:</p>	<p>If your case has been scheduled for a Settlement Conference, they are held in person and you must to report to Department 128 no later than 8:30 am and be prepared to be there as late as 4:30 p.m. that day. Settlement Conferences will be priority over all other conflicting proceedings. A mandatory Statement of Issues and Contentions must be prepared and served on each party no later than 20 days before the scheduled date for settlement conference pursuant to local rule 5.29, unless otherwise ordered by the court. A Statement of Issues and Contentions packet is available on the Court's web at https://www.saccourt.ca.gov/Family/docs/fl-statement-of-issues-packet.pdf. Failure to serve and file the Statement of Issues & Contentions could result in the trial being dropped.</p>	
<p>Before Trial Instructions:</p>	<p>Before trial you must:</p> <ol style="list-style-type: none"> <li data-bbox="440 989 1539 1104">1. Make a good faith effort to resolve all issues before the trial. The purpose is to determine whether the issues can be resolved without going to court. <li data-bbox="440 1104 1539 1440">2. Video or audio recording: <ol style="list-style-type: none"> <li data-bbox="553 1157 1539 1230">a. Must be submitted with a certified transcript for a deposition or other testimony where an oath was administered; and <li data-bbox="553 1230 1539 1377">b. All other recordings require an uncertified transcript, unless the parties stipulate in writing or on the record that the sound portion of the recording does not contain relevant words, or the court orders the transcript not required. <p>Photographs must be affixed to an 8 ½ x 11 piece of paper.</p> <li data-bbox="440 1440 1539 1829">3. Mark exhibits. Exhibits must be marked and presented on the day of your trial, along with a list of exhibits. The petitioner must mark exhibits by number, e.g. 1, 2, 3, 4 and the respondent must mark exhibits by letter, e.g. A, B, C, D. Once all letters of the alphabet are used, continue with AA, BB, CC, etc. Bring four copies of your exhibits to trial. If the court has granted you a Zoom appearance at trial, submit two copies of your exhibits through the mailroom and directed to the supervising department at the Family Relations Courthouse no later than noon the day before trial, along with a list of exhibits. 	

Before Trial Instructions (continued)	4.	Arrange witnesses. If you intend to call any witnesses other than yourself you must prepare and serve a witness list, (form FL-321) on all other parties with your Statement of Issues and Contentions, or 20 days before trial if no settlement conference was scheduled. The witness list must include the name of each witness that you would like to testify at the trial. Witnesses must appear in person for trial and may not appear by telephone or through another method, e.g. Skype, Zoom, unless otherwise ordered by the court. Generally, the court cannot consider letters or written statements from witnesses. If a witness is unwilling to appear, you may prepare a subpoena requiring their appearance.
	5.	To ensure your mediation report is read and considered, if applicable, you must subpoena, (form SUBP-002) the Child Custody Recommending Counselor (mediator). To subpoena a mediator in the court's Office of Family Court Services, you must bring the subpoena and a check for \$275.00 to the courthouse between the hours of 8:00 a.m. and 4:00 p.m. To subpoena a private mediator, contact them directly for instructions.
	6.	For all Dissolution of Marriage or Legal Separation case, both parties must comply with the Declarations of Disclosure requirements of Family Code section 2103 before the case will be confirmed to trial.
	7.	If there are financial issues, file and serve an Income and Expense Declaration (form FL-150) if it is not already on file or is has been filed with the court more than 90-days before the trial.
	8.	The services of an official court reporter are very limited with preference given to parties with approved fee waivers. To request a court reporter, contact the court reporter's office at familylawandprobatereporters@saccourt.ca.gov , no later than 4:00 p.m. five court days before the trial. Court reporter fees must be paid in advance of the trial, unless a valid fee waiver is on file.
On the Day of Trial Instructions:	On the day of your trial you will:	
	1.	Report to the courtroom of the Supervising Judge no later than 8:30 a.m. to be assigned to a department for trial. Be prepared to provide the Supervising Judge with information about the number and types of witnesses that will testify, and to confirm the length of your trial. You will be assigned to the trial department of the judicial officer that will hear your case.
	2.	Once you arrive in the trial department you will be asked to present your marked exhibits, exhibit list, and witness list to the court. You must bring a copy of your exhibits for the judicial officer, the courtroom clerk, and the opposing side. Please also advise the court if you have subpoenaed records.

Appearing at Trial or Settlement Conference Remotely Instructions:	A party or attorney of record may request a remote appearance using the Zoom application for settlement conference and/or trial. For instructions on requesting or opposing a remote appearance please go to the Court's web at https://www.saccourt.ca.gov/family/family-law.aspx .
Interpreters:	If you are in need of an interpreter for your trial, please contact the clerk at (916) 875-3400.
Assistance:	If you are acting as your own attorney, the Self Help Center offers workshops to assist you in preparing for trial and with subpoenas. Find more information on these workshops on the Court's website at: https://www.saccourt.ca.gov/family/self-help-center.aspx .