ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name, State Bar number, and address)*: TELEPHONE: FAX NO. *(Optional)*: ATTORNEY FOR (Name):	*FOR COURT USE ONLY*
SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE Butte County Courthouse One Court Street, Oroville, CA 95965 (530) 532-7002 North Butte County Courthouse 1775 Concord Avenue, Chico, CA 95928 (530) 532-7002	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER:	
☐ **AT ISSUE MEMORANDUM** ☐ **COUNTER AT ISSUE**	CASE NUMBER:

1. Date of Prior At-Issue: _____
2. Time Estimated for Trial: _____ Hours _____ Days
3. Indicate parties:
   a. Petitioner: _____
      Attorney: _____
      Address & Tel. No.: _____
      _____
   b. Respondent: _____
      Attorney: _____
      Address & Tel. No.: _____
      _____

I hereby represent to the Court that all essential parties have been served with process or have appeared herein and that this case is at issue as to all such parties; that no amended or supplemental pleading remains unanswered.

Dated: _____ _____

Signature of: ☐ Petitioner ☐ Respondent ☐ Counsel

Any party not in agreement with the information or estimates given in an at-issue memorandum shall within ten days after service thereof serve and file a memorandum in his behalf. **PLEASE BE ADVISED: Strict compliance with Local Rules 16.15 is required in order to proceed to trial.**

PROOF OF SERVICE BY MAIL – 1013a 2015.5 C.C.P.

I am a citizen of the United States and a resident of the County of _____. I am over the age of eighteen years and not a party to the within above entitled action; my residence/business address is: _____ .
On _____, 20_____, I served a copy of this document and _____
_____
on the (*Check One*) ☐ Respondent ☐ Petitioner, by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, in the United States Post Office mail box at _____ ,
to the address indicated in(*Check One*) ☐ 3a ☐ 3b above.

I declare under penalty of perjury under the laws of the State of California that the foregoing, including any attachment, is true and correct and that this declaration is executed on (date): _____, at (place): _____ .

_____ _____
(TYPE OR PRINT NAME) (SIGNATURE OF DECLARANT)