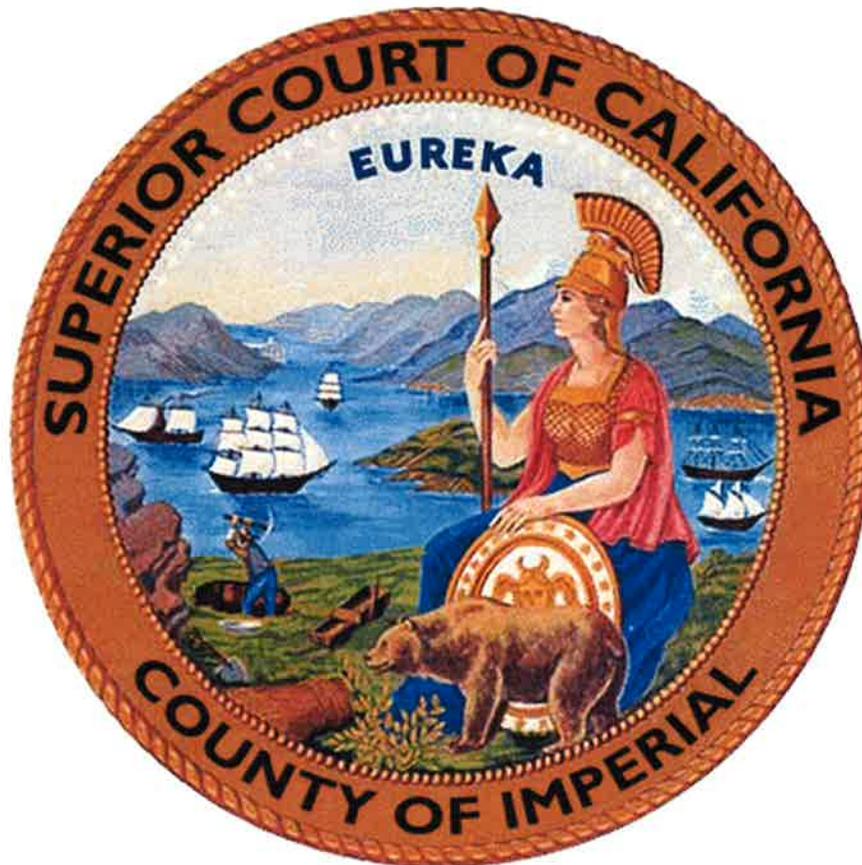


Superior Court of California  
County of Imperial

# Local Rules

Adopted, Effective January 1, 2016



The following Rules of Court for the Superior Court, County of Imperial are proposed to be adopted January 1, 2016, by the Superior Court, County of Imperial.

**These proposed Rules of Court are subject to a 45-day comment period which begins on September 21, 2015, and ends on November 4, 2015.**

To submit your written comment, please mail to: Laura Gunderson, Superior Court of California, County of Imperial, 939 W. Main Street, El Centro, CA 92243, or send via e-mail to [laura.gunderson@imperial.courts.ca.gov](mailto:laura.gunderson@imperial.courts.ca.gov).

For questions, please dial 760-482-2250.

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# Chapter 1

## Preliminary Rules

### Rule 1.0 Effective Date

These rules shall take effect on 01/01/16.

[Adopted July 1, 2007, amended 01/01/08, 01/01/09, 01/01/11, 01/01/12, 01/01/13, 01/01/14, 01/01/15, 01/01/16]

# Chapter 4

## Criminal Rules

### Division 1

#### Misdemeanor and Felony

### Rule 4.1.10 Misdemeanor Warrant Procedure

- (a) Warrants for the arrest of defendants in misdemeanor cases will expire one (1) year from the date issued. Expired warrants shall be considered invalid and unenforceable.
- (b) ~~The Court shall review each case~~ Upon expiration of the warrant, the warrant shall be deemed recalled and the court will calendar the matter for hearing, and issue notice to the prosecuting agency:
- (1) that the arrest warrant has expired, and that;
  - (2) The prosecuting agency is Ordered to Appear and to Show Cause why the underlying criminal action should not be dismissed or probation terminated.

- (3) Upon a showing of Good Cause the Court may reissue the warrant of arrest.

[Rule 4.11 adopted July 2008, Rule 4.11 is renumbered to rule 4.1.10 01/01/12, subd (a) amended 01/01/15, subd (b)(d) repealed 01/01/15, subd (c) renumbered to subd (b) and amended 01/01/15, 01/01/16]

### Rule 4.1.10.01 Pre Trial Services, O.R. Release

Upon the arrest of a defendant on any Misdemeanor Arrest Warrant, Warrant of Arrest (as defined in Penal Code sections 813-829) or Bench Warrant (as defined in Penal Code sections 978.5-983), it shall lie within the discretion of the Imperial County Sheriff to release the defendant on his/her Own Recognizance or any other conditional release consistent with the provisions of Penal Code Section 853.6.

- (a) Unless the warrant specifies that OR is not authorized, persons arrested on misdemeanors must be released unless they fit into specified disqualifying categories, set out in PC section 853.6 (basically, for the person's own safety, when there are outstanding arrest warrants, defendant cannot provide ID, or release would compromise public safety).
- (b) There is no distinction made in PC section 853.6 between persons arrested on Bench Warrants as opposed to Arrest Warrants.
- (c) Persons who are on Probation or Parole may not be released on OR without a court hearing, per PC 1319.5.

[Adopted January 1, 2016]

**Rule 4.1.10.02 Purge of Active Misdemeanor Warrants with No Expiration Date**

Active Misdemeanor Warrants more than 365 days from the date of issue will be subject to bulk Order to Show Cause Notice pursuant to the procedure in Local Rule 4.1.10(b). The warrants shall be deemed recalled and the court will provide a bulk Notice to the Imperial County District Attorney of the warrants, grouped by year. The underlying cases will be dismissed unless Good Cause is shown for reissuance.

[Adopted January 1, 2016]

**Rule 4.1.21 Felony Warrant Procedure**

- (a) Warrants for the arrest of defendants in felony cases will expire upon the expiration of the Limitations period for that offense as specified in Penal Code Sections 799-805. The expiration date shall be indicated on the face of the warrant when issued. Expired Warrants shall be considered invalid and unenforceable.
- (b) Upon expiration of the warrant, the warrant shall be deemed recalled and notice will be issued to the prosecuting agency:
  - (1) that the arrest warrant has expired, and that;
  - (2) The prosecuting agency is Ordered to Appear and to Show Cause why the underlying criminal action should not be dismissed or probation terminated.

- (3) Upon a showing of Good Cause the Court may reissue the warrant of arrest.

[Adopted January 1, 2016]

**Rule 4.1.22 Purge of Active Felony Warrants with No Expiration Date**

Felony Warrants that are still active beyond the limitations period specified in Penal Code 799-806 or more than 7 years from the date of issue will be subject to the Order to Show Cause Notice pursuant to the procedure in Local Rule 4.1.21(b) above. The warrants shall be deemed recalled and the court will provide a bulk Notice to the Imperial County District Attorney of the warrants, grouped by year. The underlying cases will be dismissed unless Good Cause is shown for reissuance.

[Adopted January 1, 2016]

**Chapter 5**  
**Family Law**

**Division 1**  
**General Provisions**

**Rule 5.1.28 Preparation and Service of Proposed Judgment After Trial**

Party preparing the judgment must serve the proposed judgment on the other party within five (5) court business days of trial unless the court orders otherwise. The other party shall have ten (10) calendar days from the date of mailing to review the order and notify the drafting party in writing of objections to its content. Failure to notify the drafting party within the time required shall be deemed an approval. The drafting party must, upon expiration of the ten-day period,

promptly file the proposed judgment to the court together with a statement of any responses from the other party or a statement that no responses were received. If the party ordered to prepare the judgment fails to do so, or if the opposing party files objections to the proposed judgment within ten (10) ~~court~~**business** calendar days of mailing, the opposing party may prepare and submit a proposed judgment to the court with a letter and copy of the proposed judgment to the other party.

[Adopted January 1, 2013, **amended 01/01/16**]

## **Chapter 6** **Juvenile Proceedings**

### **Division 1** **General Provisions**

#### **Rule 6.2.12 Distribution of CASA Reports**

Absent good cause, the CASA court report must be filed with the court and distributed to the persons entitled to receive it at least two court days before the hearing for which the report was prepared. It shall be the responsibility of CASA to copy and distribute the CASA court report. Copies of the report shall be filed with the Court and distributed to all counsel of record, the Department of Social Services, and any party to the proceeding not represented by counsel.

[Adopted January 1, 2016]

Superior Court of California, County of Imperial

LOCAL FORMS INDEX

(Numerical Order)

<u>Description</u>	<u>Form #</u>	<u>Revised</u>	<u>Mandatory?</u>
Defendant's Financial Statement and Notice to Defendant.....	CR-15	01/01/16	
Request to Vacate Civil Assessment.....	CL-01	01/01/16	Yes
Case Management Questionnaire.....	FL-03	01/01/16	
Family Law Judgment After Trial: Instructions.....	FL-22	01/01/16	
Family Law Judgment After Trial: Letter to Other Party.....	FL-22-1	01/01/16	
Family Law Judgment After Trial: Request to the Court.....	FL-22-2	01/01/16	
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**SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL**

- 220 Main Street, Brawley, CA 92227
- 939 West Main Street, El Centro, CA 92243
- 1625 West Main Street, El Centro, CA 92243
- 2124 Winterhaven Drive, Winterhaven, CA 92283

FOR COURT USE ONLY

People of the State of California,  
vs.

Defendant (*Acusado*):

**DEFENDANT'S FINANCIAL STATEMENT AND NOTICE TO DEFENDANT**  
**(DECLARACIÓN FINANCIERA Y AVISO AL ACUSADO)**

CHECK ALL THAT APPLY (*MARQUE LAS OPCIONES QUE APLICAN*):

- ELIGIBILITY FOR APPOINTMENT OF COUNSEL  
(*ELIGIBILIDAD PARA UN ABOGADO DE OFICIO*)
- REIMBURSEMENT FOR COST OF COURT-APPOINTED COUNSEL  
(*REEMBOLSO DEL COSTO DEL ABOGADO DE OFICIO*)
- ELIGIBILITY FOR RECORD ON APPEAL AT PUBLIC EXPENSE  
(*ELIGIBILIDAD DE LOS AUTOS PARA LA APELACIÓN COMO GASTO PÚBLICO*)

CASE NUMBER:

1. a. Defendant's name: \_\_\_\_\_  
(*Nombre del acusado*)
- b. Other names used: \_\_\_\_\_  
(*Otros nombres que ha usado*)
- c. Address (*Domicilio*): \_\_\_\_\_
- d. Date of birth: \_\_\_\_\_  
(*Fecha de nacimiento*)
- e. Telephone number: \_\_\_\_\_  
(*Número telefónico*)
- f. Driver's license number: \_\_\_\_\_  
(*Número de licencia*)
2. Defendant's present employment (*Empleo actual del acusado*):
  - a. Occupation (*Ocupación*): \_\_\_\_\_
  - b. Name of employer (*Nombre del empleador*): \_\_\_\_\_
  - c. Address (*Dirección*): \_\_\_\_\_
  - d. Gross pay per (*Ingreso bruto*) month (*mensual*): \$ \_\_\_\_\_ week (*semanal*): \$ \_\_\_\_\_ day (*diario*): \$ \_\_\_\_\_
  - e. Take-home pay per (*Ingreso neto*) month (*mensual*): \$ \_\_\_\_\_ week (*semanal*): \$ \_\_\_\_\_ day (*diario*): \$ \_\_\_\_\_
  - f. Name of union (*Nombre del sindicato*): \_\_\_\_\_
  - g. Name of credit union (*Nombre de la cooperativa de crédito y ahorros*): \_\_\_\_\_
3. If defendant is not now working, state the name and address of defendant's last employer and the last date defendant was employed.  
(*Si el acusado no está trabajando, indique el nombre y la dirección de su último empleador y la fecha en que dejó de trabajar.*)
  - a. Name (*Nombre*): \_\_\_\_\_
  - b. Address (*Dirección*): \_\_\_\_\_
  - c. Last date of employment (*Última fecha de empleo*): \_\_\_\_\_
4. Defendant (*El acusado*) is (es)  is not (*no está*) married (*casado*).
5. a. Spouse's name (*Nombre del cónyuge*): \_\_\_\_\_
- b. Other names used (*Otros nombres que ha usado*): \_\_\_\_\_
- c. Address (*Domicilio*): \_\_\_\_\_
- d. Date of birth: \_\_\_\_\_  
(*Fecha de nacimiento*)
- e. Telephone number: \_\_\_\_\_  
(*Número telefónico*)
6. Spouse's present employment (*Empleo actual del cónyuge*):
  - a. Occupation (*Ocupación*): \_\_\_\_\_
  - b. Name of employer (*Nombre del empleador*): \_\_\_\_\_
  - c. Address (*Dirección*): \_\_\_\_\_
  - d. Gross pay per (*Ingreso bruto*) month (*mensual*): \$ \_\_\_\_\_ week (*semanal*): \$ \_\_\_\_\_ day (*diario*): \$ \_\_\_\_\_
  - e. Take-home pay per (*Ingreso neto*) month (*mensual*): \$ \_\_\_\_\_ week (*semanal*): \$ \_\_\_\_\_ day (*diario*): \$ \_\_\_\_\_
  - f. Name of union (*Nombre del sindicato*): \_\_\_\_\_
  - g. Name of credit union (*Nombre de la cooperativa de crédito y ahorros*): \_\_\_\_\_
7. If spouse is not now working, state the name and address of spouse's last employer and the last date spouse was employed.  
(*Si el cónyuge no está trabajando, indique el nombre y la dirección de su último empleador y la fecha en que dejó de trabajar.*)
  - a. Name (*Nombre*): \_\_\_\_\_
  - b. Address (*Dirección*): \_\_\_\_\_
  - c. Last date of employment (*Última fecha de empleo*): \_\_\_\_\_
8. Dependents  
(*Dependientes*)

<u>Name (Nombre)</u>	<u>Address (Domicilio)</u>	<u>Relationship (Parentezco)</u>	<u>Age (Edad)</u>
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**OTHER MONTHLY INCOME (INGRESOS MENSUALES ADICIONALES)**

9.	<p style="text-align: center;"><b>Defendant (Acusado)</b></p> <p>a. Unemployment and disability ..... \$ _____  <i>(Desempleo e incapacidad)</i></p> <p>b. Social Security ..... \$ _____  <i>(Seguro Social)</i></p> <p>c. Welfare, TANF ..... \$ _____  <i>(Beneficiencia pública, TANF)</i></p> <p>d. Veteran's benefits ..... \$ _____  <i>(Prestaciones de veterano)</i></p> <p>e. Worker's compensation ..... \$ _____  <i>(Indemnización laboral)</i></p> <p>f. Child support payments ..... \$ _____  <i>(Pensión alimenticia)</i></p> <p>g. Spousal support payments ..... \$ _____  <i>(Pensión conyugal)</i></p> <p>h. All other income not elsewhere listed ... \$ _____  <i>(Otros ingresos)</i></p> <p style="text-align: right;"><b>Total:</b> \$ _____</p>		<p style="text-align: center;"><b>Spouse (Cónyuge)</b></p> <p>a. Unemployment and disability ..... \$ _____  <i>(Desempleo e incapacidad)</i></p> <p>b. Social Security ..... \$ _____  <i>(Seguro Social)</i></p> <p>c. Welfare, TANF ..... \$ _____  <i>(Beneficiencia pública, TANF)</i></p> <p>d. Veteran's benefits ..... \$ _____  <i>(Prestaciones de veterano)</i></p> <p>e. Worker's compensation ..... \$ _____  <i>(Indemnización laboral)</i></p> <p>f. Child support payments ..... \$ _____  <i>(Pensión alimenticia)</i></p> <p>g. Spousal support payments ..... \$ _____  <i>(Pensión conyugal)</i></p> <p>h. All other income not elsewhere listed ... \$ _____  <i>(Otros ingresos)</i></p> <p style="text-align: right;"><b>Total:</b> \$ _____</p>
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**EXPENSES (GASTOS)**

10.	<p>Monthly expenses being paid by defendant alone or by defendant and spouse  <i>(Gastos mensuales pagados por el acusado o cónyuge):</i></p> <p>a. Rent or house payments ..... \$ _____  <i>(Renta o hipoteca)</i></p> <p>b. Car payments ..... \$ _____  <i>(Pagos del auto)</i></p> <p>c. Transportation payments ..... \$ _____  <i>(Gastos por transporte)</i></p> <p>d. Medical and dental payments ..... \$ _____  <i>(Pagos médicos o dentales)</i></p> <p>e. Loan payments ..... \$ _____  <i>(Pagos por préstamos)</i></p>		<p>f. Clothing and laundry ..... \$ _____  <i>(Ropa y lavandería)</i></p> <p>g. Food ..... \$ _____  <i>(Alimentos)</i></p> <p>h. Support payments ..... \$ _____  <i>(Pagos de manutención o pensión alimenticia)</i></p> <p>i. Insurance payments ..... \$ _____  <i>(Pagos por seguros)</i></p> <p>j. Other payments (union, taxes, utilities) ... \$ _____  <i>(Otros pagos: sindicato, impuestos, servicios públicos)</i></p> <p style="text-align: right;"><b>Total (a-j):</b> \$ _____</p>
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11. Installment payments other than those listed in item 10.  
*(Pagos mensuales adicionales a los del No. 10)*

**Name of Creditor (Nombre del Acreedor)**

	Monthly Payment <i>(Pago mensual)</i>	Balance Owed <i>(Saldo a deber)</i>
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
c. _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____
e. _____	\$ _____	\$ _____
<b>Total:</b>	<b>\$ _____</b>	<b>\$ _____</b>

**ASSETS  
(BIENES)**

12.	<p>What do you own? <i>(State value):</i>  <i>(¿Qué bienes tiene? Indicar su valor:)</i></p> <p>a. Cash <i>(Efectivo)</i> ..... \$ _____</p> <p>b. House equity <i>(Plusvalía de su casa)</i> ..... \$ _____</p> <p>c. Cars, other vehicles and boat equity <i>(List make, year, and license number of each)</i> ..... \$ _____  <i>(Plusvalía de su carro, otros vehículos, barco. Enumere el modelo, año y número de licencia de cada uno)</i></p> <p>d. Checking, savings, and credit union accounts ..... \$ _____  <i>(List name and account number of each)</i>  <i>(Cuentas de cheques, ahorros y cooperative de créditos y ahorros. Enumere el nombre y el número de cuenta de cada uno)</i></p> <p>e. Other real estate equity <i>(Plusvalía en otros bienes raíces)</i> ..... \$ _____</p> <p>f. Income tax refunds due <i>(Reembolsos fiscales por recibir)</i> ..... \$ _____</p> <p>g. Life insurance policies (ordinary life, face value) ..... \$ _____  <i>(Pólizas de seguro de vida; ordinario, su valor neto)</i></p> <p>h. Other personal property (jewelry, furniture, furs, stocks and bonds, etc.) ..... \$ _____  <i>(Otros bienes: joyería, muebles, pieles, acciones y bonos, etc.)</i></p> <p style="text-align: right;"><b>Total:</b> \$ _____</p>		<p style="text-align: right;">Length of ownership  <i>(Tiempo con la póliza)</i> _____</p>
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13. **ELIGIBILITY FOR APPOINTMENT OF COUNSEL AND NOTICE TO DEFENDANT:** If an attorney is appointed to represent you, the court will, at the conclusion of the criminal proceedings, after a hearing, make a determination of your ability to pay all or a portion of the cost of the attorney. If the court determines that you are at that time able to pay, the court will order you to pay all or part of such cost. Such an order will have the same force and effect as a judgment in a civil action and will be subject to execution.

*(ELEGIBILIDAD PARA EL NOMBRAMIENTO DE UN ABOGADO DE OFICIO Y AVISO AL ACUSADO: Si se le nombra un abogado de oficio, al finalizar su causa penal y después de celebrar una audiencia, el juzgado determinará su capacidad de pago por todo o un porcentaje del costo del abogado. Si el juzgado determina que en ese momento usted tiene la capacidad de pagar, se le ordenará que pague dicho costo total o parcial. Dicha orden tiene la misma vigencia que un fallo de lo civil y será sujeto a ejecución.)*

**Declaration of Defendant**

I declare under penalty of perjury that the foregoing is true and correct, and that I understand the notice contained in item 13, under the laws of the state of California.

**Declaración del Acusado**

*(Declaro bajo pena de perjurio de acuerdo a las leyes del Estado de California que lo presente es fiel y exacto y que comprendo el aviso contenido en el Número 13.)*

Date (Fecha):

\_\_\_\_\_  
Signature of Defendant  
(Firma del Acusado)



ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar number, and address):</i>  TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL</b> <b>939 W. MAIN STREET</b> <b>EL CENTRO, CA 92243</b>	
PETITIONER:  RESPONDENT:	CASE NUMBER: _____
<b>CASE MANAGEMENT QUESTIONNAIRE</b>	

**INSTRUCTIONS:**

This form must be filed and served at least 20 calendar days before the Case Management Conference. If you are representing yourself, you must have someone over the age of 18, other than yourself; mail a completed copy of this form to the opposing attorney or party at least 20 days before the Case Management Conference. A Proof of Service form should be attached to the original form that is filed with the court. PLEASE BE SURE TO BRING A COPY OF THE COMPLETED FORM AND PROOF OF SERVICE WITH YOU TO THE CASE MANAGEMENT CONFERENCE.

1. PARTIES AND ATTORNEYS. I am  Petitioner  Respondent  Other: \_\_\_\_\_

a. I  am  am not represented by an attorney.

b. The other party  is  is not represented by an attorney.

c. The address of the other party/party's attorney is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. NATURE OF CASE.

a. Have the parties reconciled .....  Yes  No

b. Has the Respondent been served with the Summons and Petition .....  Yes  No

c. Do the parties expect to make an agreement .....  Yes  No

d. Has this case settled.....  Yes  No Judgment will be filed on/before: \_\_\_\_\_

e. Parties working on an agreement and request the CMC be continued.....  Yes  No

f. Has the Petitioner served Respondent with Disclosure Documents .....  Yes  No

g. Has the Respondent served Petitioner with Disclosure Documents .....  Yes  No

h. Have the parties had a meeting to try and settle all issues .....  Yes  No

i. Are the parties involved in any private mediation .....  Yes  No

Petitioner:	Case Number:
Respondent:	

3. ISSUES. This case involves the following issues (*check all that apply*).

- a. CHILD CUSTODY/VISITATION has been  resolved by agreement  resolved by Court Order  
 still pending and the next hearing date is \_\_\_\_\_  still pending and there is no hearing date set.
- b. CHILD SUPPORT has been  resolved by agreement  resolved by Court Order  
 still pending and the next hearing date is \_\_\_\_\_  still pending and there is no hearing date set.
- c. SPOUSAL SUPPORT has been  resolved by agreement  resolved by Court Order  
 still pending and the next hearing date is \_\_\_\_\_  still pending and there is no hearing date set.
- d. DIVISION OF ASSETS has been  resolved by agreement  resolved by Court Order  
 still pending and the next hearing date is \_\_\_\_\_  still pending and there is no hearing date set.
- e. DIVISION OF DEBTS has been  resolved by agreement  resolved by Court Order  
 still pending and the next hearing date is \_\_\_\_\_  still pending and there is no hearing date set.
- f. ATTORNEY'S FEES & COSTS have been  resolved by agreement  resolved by Court Order  
 still pending and the next hearing date is \_\_\_\_\_  still pending and there is no hearing date set.

4. TRIAL READINESS. I  am  am not ready for trial.

- a. If not ready for trial, when will you be ready (*date*): \_\_\_\_\_
- b. If ready for trial, this case will take \_\_\_\_\_  days  hours to complete.
- c. If ready for trial, what dates are you unavailable for trial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. ADDITIONAL INFORMATION:

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

Dated: \_\_\_\_\_

Petitioner  Respondent

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF IMPERIAL  
939 W. Main Street  
El Centro CA 92243**

**INSTRUCTIONS: FAMILY LAW JUDGMENT AFTER TRIAL**

A minute order from the court trial may contain the decisions in your case, but it is not the order because it is not signed by the judge. You must prepare a Judgment for the judge to sign.

<b>1</b>	Prepare the Judgment	Get a copy of the Court’s minute order of the trial. Fill out the proposed Judgment according to the minute order. You can buy forms in the clerk’s office or download them for free at <a href="http://www.courts.ca.gov/forms.htm">http://www.courts.ca.gov/forms.htm</a> . Start with FL-180, and answer the date and courtroom where the case was heard, the name of the judge and the people who attended, and what kinds of decisions the judge made. Add additional pages as needed to accurately reflect the decision. Form FL-190 is also needed.
<b>2</b>	Serve a copy	After you finish the proposed judgment, you must send a copy to the other party for approval. Make a copy. Send it with the “Letter to the Other Party” attached to this packet that explains time limits and options.
<b>3</b>	Wait	The other party has 10 <b>court-business calendar</b> days after service to review the proposed orders. If you receive the proposed judgment after trial, obtain a copy of the minute order and compare for accuracy. If there are mistakes, you must notify the other party within 10 <b>court-business calendar</b> days. You may wish to consult with an attorney to see what else you can do. If the proposed judgment is correctly prepared, you may take no action and let your 10 days pass.
<b>4</b>	File	After waiting the 10 days, you may now take the proposed judgment with the “Letter to the Court,” to the filing clerk. Be sure to file your original with at least two copies. Include two self addressed and stamped envelopes for the clerk to mail back each party’s copies signed by the judge.
<b>5</b>	Court Serves signed Copies	After the judge signs the orders, the clerk will use your stamped envelopes to mail a copy to you and the other party.
<b>6</b>	For Child Support Orders	If there are any child support orders, both parties must complete a <b>Child Support Case Registry</b> (FL-191). You may also fill out an <b>Income Withholding for Support</b> (FL-195) for payments to be processed through the State Disbursement Unit. To find out more about wage assignments, call the State Disbursement Unit at 866-325-1010, or the California Department of Child Support Services at 866-901-3212.

If you have any questions or concerns and are not represented by an attorney in this case, you may contact the Access Center at [accesscenter@imperial.courts.ca.gov](mailto:accesscenter@imperial.courts.ca.gov).

This instructional packet is designed as a tool to assist you. It may not include all information that is legally required, is not legal advice, and should not be used as a substitute for legal advice from an attorney licensed by the State Bar of California. To find out how to hire an attorney and/or obtain a consultation with a family law attorney see <http://www.courts.ca.gov/1084.htm>

# JUDGMENT AFTER TRIAL

## Letter to the Other Party

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

To (Other Party Name and Address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Judgment after Trial

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Dear (other party name) \_\_\_\_\_:

Enclosed, you will find a proposed Judgment containing the orders from our Court trial which occurred on date: \_\_\_\_\_. Please review the document. If it is correctly prepared, and reflects the Court's order, please sign and return it to me within ten ~~court business~~ calendar days. If it does not reflect the Court's order, then you must state the reasons for disapproval to me within ten ~~court business~~ calendar days. Failure to notify me within the time limit will be considered an approval. These instructions are according to Imperial County Superior Court Local Rule 5.1.28.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):   TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	FOR COURT USE ONLY RECEIVED
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL 939 W. MAIN STREET EL CENTRO, CA 92243</b>	
PETITIONER: RESPONDENT:	
<b>JUDGMENT AFTER TRIAL Request to the Court</b>	CASE NUMBER: _____

A Proposed Judgment for the Trial held on date: \_\_\_\_\_ was mailed to the other party named \_\_\_\_\_ on date: \_\_\_\_\_, as required in Imperial County Superior Court Local Rule 5.1.28.

I also included a letter to the other party explaining the steps they may take. Ten ~~court~~ business calendar days have passed since service upon the other party and

- I have not received any response.
- I have received the following response(s) from the other party:

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I ask the Court to please sign the attached Proposed Judgment.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, State Bar number, and address</i> ):  TELEPHONE NO.: _____ FAX NO. ( <i>Optional</i> ): _____ E-MAIL ADDRESS ( <i>Optional</i> ): _____ ATTORNEY FOR ( <i>Name</i> ): _____	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL</b> <b>939 W. Main Street</b> <b>El Centro, CA 92243</b>	
PETITIONER:  RESPONDENT:	
<b>REQUEST FOR HEARING</b>	CASE NUMBER: _____

**HEARING DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**DEPT:** \_\_\_\_\_

*Check one of the following:*

- |   |   |
|---|---|
| <input type="checkbox"/> Default Dissolution                                  | <input type="checkbox"/> Default Civil (Prove Up Hearing)               |
| <input type="checkbox"/> Adoption Hearing                                     | <input type="checkbox"/> Petition to Declare Free from Parental Control |
| <input type="checkbox"/> Petition for Minor's Compromise                      | <input type="checkbox"/> Petition for Grandparent Visitation            |
| <input type="checkbox"/> Request for Recall of Bench Warrant Issued on: _____ |   |
| <input type="checkbox"/> Ex Parte Hearing Re: _____                           |   |
| <input type="checkbox"/> Other: _____   |   |

Date:

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature of Party or Attorney

**\* Note: This form must be served 16 Court Days before the hearing date set.**