



Your Family Law Trial/Evidentiary Hearing Date

This handout may be helpful to a self-represented party preparing for a family law trial or evidentiary hearing. If your matter involves domestic violence please see form DV-520-INFO.

Trials or evidentiary hearings may start as early as 8:30 a.m. and conclude as late as 4:00 p.m. All parties must arrive on time. A 15 minute recess will be taken each morning and afternoon as appropriate. Lunch recess is typically from 12:00 p.m. to 1:00 p.m., however, these times may vary depending on the needs of the parties and court staffing. All parties must follow California Rules Court, Evidence and Procedure.

BEFORE THE DAY OF YOUR TRIAL OR EVIDENTIARY HEARING

MEET AND CONFER REQUIREMENTS: Parties are required to meet and confer before trial commences. (California Rules of Court 5.98) The purpose of meeting and conferring is to either try to settle the matter or try to narrow the issues for your trial or evidentiary hearing. Parties are not required to meet and confer on a domestic violence matter.

FILING DOCUMENTS BEFORE THE HEARING: You will be given a date by which you should file and give the other party a copy of the following documents, if applicable in your case. If you have a Family Code section 3111 evaluation or Evidence Code section 730 evaluation at issue please read **Placer County Local Rule 30.5.1 (B)(1)** to comply with your obligations.

Local forms are available on the Court's website at placer.courts.ca.gov and Judicial Council forms are available at the Judicial Council's website at courts.ca.gov to assist with preparing documents that should be filed with the court.

Statement of Issues and Contentions (If applicable) A witness list is attached at the end of this document.	Local Form # PL-FL025 for Statement of Issues and Contentions – Placer County Superior Court Website
Income and Expense Declaration (If applicable)	Judicial Council Family Law Form # FL-150
Witness List: <i>Note:</i> If you intend to call any witnesses other than yourself you should file a witness list (Form FL-321). (If applicable)	Judicial Council Family Law Form # FL-321
Proof of Personal Service (If applicable)	Judicial Council Family Law Form # FL-330
Proof of Service by Mail (If applicable)	Judicial Council Family Law Form # FL-335

GIVING EXHIBITS OR DOCUMENTS TO THE OTHER PARTY BEFORE THE HEARING: *Exhibits or Documents that you want to show the Judicial Officer DO NOT need to be filed, but the documents and information must be provided to the other party before the hearing:* Exhibits are things (like documents, photographs, or other items) that you want the judge to look at during your trial. You must give the other person a copy of your exhibits before your trial. Forms that you may find helpful when preparing exhibits are below:

Property Declaration	Judicial Council Family Law Form # FL-160 and 161
Schedule of Assets and Debts	Judicial Council Family Law Form # FL-142
Spousal/Partner Support Declaration (If applicable)	Judicial Council Family Law Form # FL-157



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WHAT IF I WANT TO SETTLE MY CASE BEFORE TRIAL/EVIDENTIARY HEARING? You and the other party may always reach an agreement that settles all or part of trial/evidentiary hearing disputes in your case. There are forms to help you reach agreements. If you do reach a full agreement and do not wish to have your trial/evidentiary hearing you may file a drop request with the agreement and signature of both parties. Local forms are available on the Court's website at placer.courts.ca.gov and Judicial Council forms are available at the Judicial Council's website at courts.ca.gov to assist with agreements.

Written Stipulation and Agreement	Local Form PL-FL015
Child Custody Agreement and Court Order	Local Form PL-FL017
Drop Form: <i>Drops require a confirming letter (stating both parties agree). The confirming letter must state that each hearing related to the trial will be vacated.</i>	Local Form PL-FL005

ON THE DAY OF YOUR TRIAL OR EVIDENTIARY HEARING

Exhibits: Bring four copies of any exhibits (defined above) that you want the judge to look at on the day of the trial. If you have an exhibit that is either an audio or video/photo recording you will need to download the recording to a CD in a playable format. Any audio or video/photo recording will be left with the court and kept in evidence if it is admitted. If there is audio, you will need to have a transcript prepared. If your exhibit includes a text message or a Facebook post or some other form of electronic evidence you will have to bring it in a form (For Example: printed out) that can be marked as an exhibit and left with the court. Parties do not need to pre-mark exhibits prior to submitting to the Clerk. *The parties are encouraged to number each page of a multi-page document marked as one Exhibit for ease of reference on the record.* **NOTE:** The Clerk will mark all exhibits in numerical order. Please don't pre-mark your exhibits, however, if you organize your exhibits in a binder with tabs for the purposes of your trial or evidentiary hearing please keep in mind that regardless of the number of exhibits the courtroom clerk will mark the petitioner's exhibits 1-49 and the respondent's exhibits 50-99, thus you may tab the exhibits according to that number order.

Conduct and Decorum: It is vital to the integrity of due process that attorneys strive to maintain the highest standards of ethics, civility, and professionalism in the practice of law. The court expects counsel to abide by the guidelines for civility set forth in the California State Bar's Civility Guidelines. Moreover, all self-represented parties shall conduct themselves in a manner that affords due process to all parties, thus, all parties and counsel shall treat others with courtesy, dignity and respect.

The following links provide information that may assist a self-represented party to prepare for a trial or evidentiary hearing:

California Judicial Council Self-Help Center: www.courts.ca.gov/selfhelp

California Judicial Council Center for Families and Children: www.courts.ca.gov/selfhelp-family

Placer County Superior Court Local Forms: www.placer.courts.ca.gov/forms-filing-forms

Placer County Superior Court Interpreter Information: www.placer.courts.ca.gov/general-interpreter