

PETITIONER:	CASE NUMBER:
RESPONDENT:	

INSTRUCTIONS

Please refer to Superior Court of California, County of Santa Clara’s Local Family Rules of Court for more information.

- Fill out page 1 of this form.
- Make one copy and have it served by mail to the other party. The server must complete the Proof of Service by Mail section below.
- Make one copy of both sides of this form.
- File at the Clerk’s Office at the Family Court Facility, where your case is assigned, at least **20 calendar days** before the currently scheduled Case Management Conference:
 - ✓ This original form
 - ✓ All the copies
 - ✓ One stamped envelope addressed to each party in the case.
- The Clerk’s Office will mail you a copy of this form to let you know if your request was approved or not approved.

PROOF OF SERVICE BY MAIL (C.C.P. 1013A)

I mailed a copy of the Request and Order to Change Case Management Conference Date in sealed envelope as follows:

- a. Mailed from (City) _____, (State) _____
- b. On (date): _____
- c. To (name and address of the person served): _____

Server’s Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please also complete the following if you are a registered process server:
 County Registration _____ Registration Number: _____

I am over the age of 18 and not a party to this case. I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

_____ Server prints name here

_____ Server signs name here