**SUPERIOR COURT OF CALIFORNIA**

**COUNTY OF SAN FRANCISCO**

**FLASH/ACCESS**

**CONFIRMATION OF APPOINTMENT**

**MANDATORY SETTLEMENT CONFERENCE WORKSHOP**

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

You have been scheduled for a Mandatory Settlement Conference Workshop as follows:

Date: \_\_\_\_\_ /\_\_\_\_\_ / \_\_\_\_\_ Time: 9:00 a.m. – 12:00 p.m.

Place: San Francisco Superior Court, Room 512 Telephone (to cancel or reschedule):

400 McAllister St., San Francisco, CA 94102 415-551-5970

The Mandatory Settlement Conference Workshop will help you prepare for the Mandatory Settlement Conference (MSC) by explaining the process and by assisting you with completing the required MSC Statement. To ensure successful completion of the MSC Workshop, you must bring the following documents:

1. Completed Income and Expense Declaration (FL-150). If you have filed an Income and Expense form within the last 6 months, please bring a copy. If not, please print and complete the form below.

<http://www.courts.ca.gov/documents/fl150.pdf>

1. Completed Schedule of Assets and Debts (FL-142) **OR 2** Completed Property Declarations (FL-160) for Community Property and Separate Property. If you have previously filed and/or served one or more of these documents, please bring a copy. If not, please print and fill out the form(s) listed below.

<http://www.courts.ca.gov/documents/fl142.pdf>

<http://www.courts.ca.gov/documents/fl160.pdf>

1. Copies of Child Custody and Visitation Orders or agreements, if any.
2. Copies of Spousal Support Orders or agreements, if any.
3. Copies of all other agreements between the parties.
4. Your last 2 paycheck stubs.
5. Your most recent tax return.
6. Bank statements showing the balance of checking and/or savings accounts at the date of separation.
7. Documents showing the amount of debt owed at the date of separation (e.g. credit card statements).