

**PRE-TRIAL CONFERENCE NOTICE . . . READ CAREFULLY**  
IF YOU DO NOT CONFORM TO THE FOLLOWING, THIS CASE CAN BE DISMISSED

Case: \_\_\_\_\_ v. \_\_\_\_\_

Case No.: \_\_\_\_\_

This is an important notice for all the parties to the case. Carefully read all notices and legal papers served upon you. We encourage all parties to a lawsuit to contact an attorney for legal advice.

The summons and attached paperwork may require you to file legal papers with the court very quickly. Please take the time to understand your legal duties and file paperwork as required. **If you want to dispute the case, in addition to filing necessary legal paperwork within the time limits, you must appear in person or through your attorney for a pre-trial conference:**

on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m. before Judge \_\_\_\_ Neilson \_\_\_\_ Ahern \_\_\_\_ Williams

**This pre-trial conference is not the trial of your case. The date your trial will be held will be selected at the pre-trial conference.**

Follow these instructions carefully and refer to the Uniform Trial Court Rules, specifically UTCR 7.020, for further information or clarification as this Court will adhere to these rules. The rules can be viewed at: <http://courts.oregon.gov/OJD/programs/utcr/utcrrules.page>

If more than one party is appearing by telephone for the pre-trial conference, the plaintiff/petitioner is responsible to contact a telephone operator or service and initiate a conference call to the Court with all telephonic parties connected.

22<sup>nd</sup> Judicial District

By \_\_\_\_\_, Court Clerk      Date \_\_\_\_\_