

v

PLAINTIFF

DEFENDANT

I AM THE ATTORNEY OF RECORD for the Plaintiff / Defendant in the above-captioned matter. Said matter has been referred to the Friend of the Court for a Conciliation Conference, scheduled for

_____.

My client has requested for me to be **present** at the conciliation conference. I have mailed this Notice to the opposing party / attorney on this date. (This does not require Friend of the Court approval, but it must be provided to the F.O.C. and opposing party / attorney at least one (1) week prior to the conference.)

My client has requested that I **participate** at the conciliation conference for the following reasons:

Date: _____

Attorney for Plaintiff/Defendant

Please Print Name

Please Provide Fax Number

(This Attorney Conciliation Request form must be provided to the Friend of the Court at least one (1) week prior to the conciliation conference. If participation is requested, the Friend of the Court will notify the requesting attorney by facsimile if the request to participate was granted, with a copy provided by mail/facsimile to the opposing party/attorney.)

(This portion to be completed by the Friend of the Court if you are requesting to participate.)

The Request to Participate is approved / denied, as follows:

_____ limited participation _____ to be rescheduled before the Referee

_____ full participation _____ denied

Dated: _____

F.O.C. Conciliator

I certify that a copy of this document was provided to the parties or their attorneys by facsimile _____ and/or by mail _____ on _____.
