

Date: \_\_\_\_\_

Re: \_\_\_\_\_ Case Name  
\_\_\_\_\_ Case Number  
Hearing held on \_\_\_\_\_, 20\_\_\_\_, in Department \_\_\_\_\_

To: \_\_\_\_\_  Attorney for  Petitioner  Respondent  Other \_\_\_\_\_

The judge ordered me to prepare the "Findings and Order After Hearing" (called FOAH) on the hearing date stated above. My proposed Findings and Order After Hearing is enclosed, with all required attachments.

I am sending this within 10 days of the hearing date **OR**  This is being sent \_\_\_\_ days later than 10 days after the hearing because  transcript and/or  minutes were requested but not available until \_\_\_\_\_ (date) **OR**  I did not realize that I was ordered to prepare this until \_\_\_\_\_ (date)  
**OR**  \_\_\_\_\_.

If I am sending this more than 10 days after the hearing, your time to review and respond has been extended by the same number of days. Both of us should also keep this letter.

**Within 20 calendar days of the hearing,** you must review the proposed FOAH and let me know if you agree that it accurately states the orders.

- If you agree, sign the enclosed FOAH at the bottom of page 1 and return to me.
- If you do not respond, the enclosed FOAH will be submitted to the judge without your approval. That will happen shortly after 25 calendar days after the hearing date. If the Judge agrees it is accurate, it will become the formal Order.
- If you disagree, we are required to meet and confer within 10 days of you notifying me so to attempt to resolve the disputed language. That can be in person, by telephone or by mail / email. If we are unable to agree on the correct language for the FOAH after meeting and conferring, by 25 days after the hearing, each of us must submit to the Court and serve each other with:
  - a. Separate *Proposed Findings and Order After Hearing* (available at [www.courts.ca.gov/forms.htm](http://www.courts.ca.gov/forms.htm). Form FL-340) with all required attachments;
  - b. A copy of the minute order or official transcript, if one is available;
  - c. A cover letter explaining the differences in the two orders; and
  - d. A list of the date(s) and result(s) of the meet and confer conference(s).

If the judge approves a FOAH I prepared, I will file it and have a court stamped copy served on you when it has been processed. If the judge approves a FOAH you prepare, you are responsible for having it served on me.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature