

Case Management Conference (“CMC”) Information

Please be advised this information is provided as a courtesy only. This information is not a substitute for the advice of an attorney. Court staff is not permitted to give legal advice.

What is a CMC?

The CMC is a hearing held to determine the issues in your case, which issues you and the other party may be in agreement on, which you are not, and how your case may need to proceed. If possible, and both parties agree, the judge will assist you in trying to resolve all of the issues at the CMC. If it is not possible, additional hearing(s) will be scheduled and temporary orders may be entered.

What to expect at the CMC?

- **Unmarried parties with children:** The court will address issues involving custody, visitation, and child support. The court may schedule a mediation session for you and the other party to meet with a mediator and attempt to create a Parenting Plan for your child(ren).
- **Married parties with children:** The court will address the issues listed above and may enter orders regarding assets, debts, and spousal support.
- **Married parties without children:** The court will address and may enter orders regarding community finances, assets, debts, and spousal support.

What to do before the CMC?

At least 10 judicial days before your scheduled CMC, both parties must file with the Filing Office a completed Case Management Conference Statement and a General Financial Disclosure Form. Each party must serve the other party with a file stamped copy of the Case Management Conference Statement and the General Financial Disclosure Form. Once the documents have been served, a Proof of Service must be completed and filed with the Filing Office. All of these forms can be found at www.washoecourts.com or at the Second Judicial District Court.

What to bring to the CMC?

You are welcome to bring copies of documents that may help identify and resolve some or all of the issues in your case (for example, account statements such as bank accounts, outstanding bills and debt, retirement accounts, etc.). You will need four copies – one for yourself, one for the clerk, one for the judge, and one for the other party. You can provide the other party a set of copies before the hearing by mail or in person. Any copies of the documents you have filed in your case previously can be helpful to have for reference. Proof of income is required to be filed with your Financial Declaration.

What is next after the CMC?

If your case was not settled at the CMC, the next hearing after that is called a settlement conference. A settlement conference is similar to a CMC, but held off record. Any agreement reached will be placed on the record. If no agreement is reached, then your case will go to trial. A trial is a formal proceeding and your last opportunity to present any and all evidence, testimony, and witnesses you wish to prove your side of the case. It is important to be fully prepared. Formal trial rules and manner of proceeding will be observed.