

# Clearing Probate Calendar Notes for Guardianship or Conservatorship

Before a guardianship or conservatorship is granted, the court holds a hearing. In Sacramento, about 3 weeks before the hearing, the court posts “calendar notes” (also called “probate notes” or “probate calendar notes”) in the online case file. These contain a list of papers and information that are missing, so that the petitioner can make sure the file is complete before the hearing. ([Sacramento County Superior Court Local Rule 4.02](https://www.saccourt.ca.gov/local-rules/docs/chapter-04.pdf) (<https://www.saccourt.ca.gov/local-rules/docs/chapter-04.pdf>)).

This process will be different, or may not exist, in other county probate courts.

**Note:** although this guide is intended for guardianship or conservatorship cases, the basic instructions and samples are the same for all probate cases, so it may be useful when probating estates as well.

## Templates and Forms

- [Response to Calendar Notes \(Sacramento County\)](https://saccourt.ca.gov/forms/docs/pr-022.pdf) (<https://saccourt.ca.gov/forms/docs/pr-022.pdf>)

At least 5 *court* days (Monday through Friday, excluding holidays) before the hearing date, the Petitioner must file their response to these Probate Calendar Notes, along with any necessary documents, at the Probate Filing Counter in Room 214 at the [William R. Ridgeway Family Relations Courthouse](https://www.saccourt.ca.gov/locations/wrrfrc.aspx) (<https://www.saccourt.ca.gov/locations/wrrfrc.aspx>).

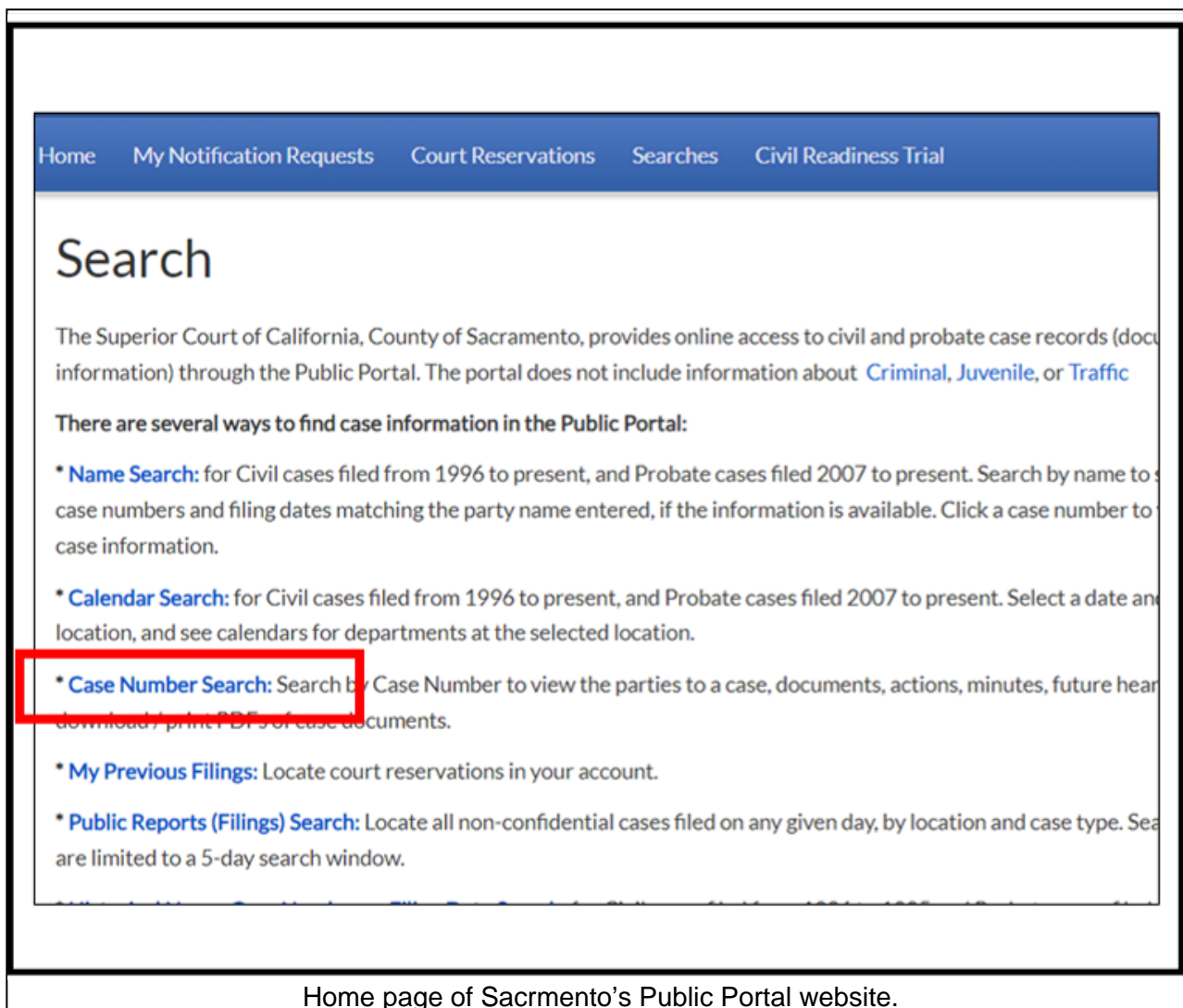
### Related Step-by-Step Guides

- [Declaration of Diligent Search](https://www.saclaw.org/resource_library/declaration-of-diligent-search-guardianship-dispensing-with-notice-to-missing-relative/) ([https://www.saclaw.org/resource\\_library/declaration-of-diligent-search-guardianship-dispensing-with-notice-to-missing-relative/](https://www.saclaw.org/resource_library/declaration-of-diligent-search-guardianship-dispensing-with-notice-to-missing-relative/))
- [Guardianship Checklist](https://www.saclaw.org/video-library/applying-for-guardianship-part-1-screencast-saclaw-org/) (<https://www.saclaw.org/video-library/applying-for-guardianship-part-1-screencast-saclaw-org/>)

### Related Video

- [Petition for Guardianship of the Person](https://www.saclaw.org/video-library/applying-for-guardianship-part-1-screencast-saclaw-org/), (<https://www.saclaw.org/video-library/applying-for-guardianship-part-1-screencast-saclaw-org/>) Parts 1-4

Probate Calendar Notes may be viewed for free online at on [Sacramento County Superior Court's Public Portal](https://prod-portal-sacramento-ca.journaltech.com/public-portal/) (<https://prod-portal-sacramento-ca.journaltech.com/public-portal/>). You may search the notes by your case number or your hearing date.



Home page of Sacramento's Public Portal website.

Once you log in and find your case, you will see a list of documents filed in your case, including any Probate Notes available.



[Home](#) [My Case Activity Notifications](#) [Court Reservations](#) [Searches](#) [Civil Trial Readiness](#) [Return to SacCourt Homepage](#) [My Account](#) [Logout](#)

24-PR-001234 GUARDIANSHIP OF **JOHNNY DOE**

Probate (Guardianship - Person) William R. Ridgeway Family Re... / DEPT 129 - HON. James E. McPetridge

Filed 01-02-2024 [Back](#)

Case Summary

Documents

Register of Actions

Parties

Hearings

Probate Notes

Filed / Status Date	Name	Filed By	# of Pages	Image
04-18-2024	Minute Order (General Guardianship)		1	<a href="#">View Document</a>
04-18-2024	Minute Order (General Guardianship)		1	<a href="#">View Document</a>
04-13-2024	Probate Calendar Notes		2	<a href="#">View Document</a>
04-02-2024	Probate Calendar Notes		2	<a href="#">View Document</a>
03-24-2024	Confidential Report of Court Investigator	Clerk		Not Viewable
03-24-2024	Consent of Proposed Guardian, Nomination, and Waiver of Notice	Martha Doe Petitioner)		Not Viewable
03-24-2024	Consent of Proposed Guardian, Nomination, and Waiver of Notice	Martha Doe Petitioner)		Not Viewable
03-24-2024	Consent of Proposed Guardian, Nomination, and Waiver of Notice	Martha Doe Petitioner)		Not Viewable

Example of Probate Case File with Probate Calendar Notes

Your Probate Calendar Notes will contain a number of informational notations that require no response. However, if any of the items are listed as “NEEDED;” a response must be prepared and filed. These responses must include (1) the specific note that is “NEEDED,” (2) a response to the note, and (3) any requested documents that need to be filed with the court.

**SUPERIOR COURT OF CALIFORNIA,**  
COUNTY OF SACRAMENTO  
WILLIAM R RIDGEWAY FAMILY RELATIONS COURTHOUSE

**PROBATE NOTES -**

Event Date: 4/20/23      Event Time: 09:00:00 AM      Dept: 129

Judicial Officer:

Case Title: In the Matter of JOHNNY DOE      Case No: 23PR01234

Case Category: Probate      Case Type: Guardianship Of Person Only

Event Type: Petition for Hearing - Guardianship Probate

Moving Party: GINA GUARDIAN

Causal Document & Date Filed : Petition for Appointment of Guardian of Minor(s), 1/2/23

PETITION FOR APPOINTMENT OF GUARDIAN OF THE PERSON

**CASE INFORMATION**

PETITIONER: GINA GUARDIAN, Maternal Grandmother

MINOR: JOHNNY DOE

Per petition, Minor resides with Petitioners

**DOCUMENTS TO BE FILED WITH THE COURT BY PETITIONER**

➡ NEEDED: Notice of Hearing with Proof of Personal Service (Judicial Council form GC-020) or Declaration of Diligent Search (local form LP-010) regarding efforts to identify and/or locate for service of copy of Petition at least 15 days prior to the date for hearing:

Father

➡ NEEDED: Notice of Hearing with Proof of Service by **MAIL** (Judicial Council Form GC-020) or Declaration of Diligent Search (local form LP-010) regarding efforts to identify and/or locate for service of copy of Petition at least 15 days prior to the date for hearing:

Paternal Grandfather

Example of Probate Notes showing two items that need a response by the petitioner.

To respond to the Probate Calendar Notes for a guardianship case in Sacramento County, you must use the form *Response to Calendar Notes* (Sacramento County Local Form PR-E-LP-022).

Once your written response is complete, file the original (unstapled), plus two stapled copies, at the Probate Filing Counter in Room 214 at the William R. Ridgeway Family Relations Courthouse. The court will keep the original and one copy and return one stamped "Endorsed/Filed" to you. Be sure to bring this endorsed copy with you to all of your court hearings.

## Step-by-Step Instructions

1.

### Complete the Required Forms

Instructions for completing the necessary form are included at the end of this guide. You must use the following form in order to respond to your Probate Calendar Notes:

- [Response to Calendar Notes](https://www.saccourt.ca.gov/forms/docs/pr-022.pdf) (<https://www.saccourt.ca.gov/forms/docs/pr-022.pdf>) (Sacramento County Local Form PR-E-LP-022)

2.

### Copying and Assembling

Make two copies of your Response to Calendar Notes. Leave your original unstapled, but staple each copy.

In the Sacramento County Superior Court, because documents are scanned into a computer, any multiple-page original documents are left unstapled, while each copy is stapled.

3.

### Filing

Your Response to Calendar Notes must be filed at Probate Front Counter in Room 214 at the William R. Ridgeway Family Relations Courthouse. The court will keep the original and one copy and return one stamped "Endorsed/Filed" to you. Bring the endorsed copy to all of your court hearings. There is no fee for filing your response to Calendar Notes.

## For Help

**SH@LL (Self-Help at the Law Library)** (<https://saclaw.org/services/civil-self-help/>)

609 9<sup>th</sup> Street, Sacramento CA 95814

(916) 476-2731 (Appointment Request Line)

*Services Provided:* SH@LL provides general information and basic assistance to self-represented litigants on a variety of legal issues. All assistance is provided by telephone. Visit "[What we can help with](https://saclaw.org/services/civil-self-help/#canhelp)" (<https://saclaw.org/services/civil-self-help/#canhelp>) for a list of qualifying cases.

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*Eligibility:* Must be a Sacramento County resident or have a [qualifying case](https://saclaw.org/services/civil-self-help/#who) (<https://saclaw.org/services/civil-self-help/#who>) in the Sacramento County Superior Court.

## For More Information

### On the Web:

[Local Rules 4.01 and 4.02](http://www.saccourt.ca.gov/local-rules/docs/chapter-04.pdf), (<http://www.saccourt.ca.gov/local-rules/docs/chapter-04.pdf>) **Sacramento County Superior Court**

[About Probate Calendar Notes](https://www.saccourt.ca.gov/probate/about-notes.aspx), (<https://www.saccourt.ca.gov/probate/about-notes.aspx>) **Sacramento County Superior Court**

### At the Law Library:

**The Guardianship Book for California KFC 134 .B76 (Self Help)**



## Samples

<div style="border: 1px solid red; padding: 2px; display: inline-block;">Enter your name, your address, and your phone number. Next to the line "Attorney For" write "In Pro Per." "In Pro Per" means you're representing yourself</div>		PR-E-LP-022
PARTY WITHOUT ATTORNEY NOS: Jane Sample 123 ABC Street Sacramento, CA 95814 ATTORNEY FOR (Name): In Pro Per		<b>FOR COURT USE ONLY</b>
<input type="checkbox"/> ESTATE OF <input checked="" type="checkbox"/> GUARDIANSHIP OF <input type="checkbox"/> CONSERVATOR (Name): Mary Minor Sample		CASE NUMBER: 34-2019-01234567
<input type="checkbox"/> DECEDENT <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE		
<b>RESPONSE TO CALENDAR NOTES (Local Rule 4.01(B))</b>		
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Enter the hearing date, time and department</div>		<div style="border: 1px solid red; padding: 2px; display: inline-block;">Enter your case number</div>
DATE: 04/19/2019      TIME: 9:00 a.m.      DEPT: 129		
<p>1 1<sup>st</sup> Calendar Note: NEEDED: Notice of Hearing with Proof of Personal Service (Judicial Council Form GC-020)</p> <p>2 or Diligence Search (local form LP-010) regarding efforts to identify and/or locate for service of copy of Petition</p> <p>3 at least 15 days prior to the date for hearing: Mother - Susana Sample and Father</p>		
<div style="border: 1px solid red; padding: 2px;">Copy the EXACT text of any Probate Calendar Note that indicates something is "NEEDED". If you have more than one NEEDED note, copy the text of the next note in the next available "Calendar Note" section.</div>		
<p>6 Response: Mother has signed the Consent to Appointment of Guardian and Waiver of Notice, which is being</p> <p>7 filed with this response. Minor's biological father is UNKNOWN and his identity cannot be ascertained.</p> <p>8 A Declaration of Diligent Search and Request to Dispense with Notice is being filed with this response.</p>		
<div style="border: 1px solid red; padding: 2px;">Enter your Response to the Probate Calendar Note by either providing the missing information, or explaining how the missing information, document, or other need has been remedied or will be corrected. If you will be filing a document along with the response, indicate as such.</div>		
<p>12</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Type or print your name, enter the date, and sign on each page where you have provided a response to a Probate Calendar Note.</div>		
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		
Date: 04 / 05 / 2019		
Jane Sample _____ (TYPE OR PRINT NAME)		_____ (SIGNATURE OF DECLARANT)
Mandatory <b>RESPONSE TO CALENDAR NOTES</b> Local Rule 4.01(B) PR-E-LP-022 (Rev May 17, 2018) Page 1 of 3		

Response to Calendar Notes (Sacramento County Local Form PR-E-LP-022) (page 1)





<div style="border: 2px solid red; padding: 5px; display: inline-block; width: 40%;">The short title of the case is the words "In Re:" and the name(s) of the child(ren) in this case</div> <div style="border: 2px solid red; padding: 5px; display: inline-block; width: 40%; margin-left: 20px;">Enter your case number</div>	
<b>SHORT TITLE:</b> In Re: Mary Minor Sample	<b>CASE NUMBER:</b> 34-2019-01234567

PR-E-LP-022

13 2<sup>nd</sup> Calendar Note: **NEEDED:** Notice of Hearing with Proof of Service by MAIL (Judicial Council Form  
14 GC-020) or Diligence Search (local form LP-010) regarding efforts to identify and/or locate for service  
15 of copy of petition at least 15 days prior to the date for hearing: Paternal Grandfather, Paternal Grandmoth-  
16 er, Maternal Grandfather, Maternal Grandmother

Copy the **EXACT** text of any Probate Calendar Note that indicates something is "NEEDED". If you have more than one NEEDED note, copy the text of the next note in the next available "Calendar Note" section

17 Response: Paternal Grandfather and Paternal Grandmother are both unknown. A Declaration of Diligent  
18 Search and Request to Dispense with Notice for each is being filed with this response. Maternal Grandfath-  
19 er and Maternal Grandmother were both served by mail on 03/15/2019 with Proof of Service by mail  
20 (Form GC-020) which is being filed with this response.

Enter your response to the Probate Calendar Note by either providing the missing information, or explaining how the missing information, document, or other need has been remedied or will be corrected. If you will be filing a document along with the response, indicate as such.

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25 Response:

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29 4<sup>th</sup> Calendar Note:

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33 Response:

Type or print your name, enter the date, and sign on each page where you have provided a response to a Probate Calendar Note.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 04 / 05 / 2019

Jane Sample \_\_\_\_\_

(TYPE OR PRINT NAME) (SIGNATURE OF DECLARANT)

Mandatory  
PR-E-LP-022 (Rev May 17, 2018)

**RESPONSE TO CALENDAR NOTES**

Local Rule 4.01(B)  
Page 2 of 3

Response to Calendar Notes (Sacramento County Local Form PR-E-LP-022) (page 2)





<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;">The short title of the case is the words "In Re:" and the name(s) of the child(ren) in this case</div> <div style="border: 2px solid red; padding: 5px; display: inline-block;">Enter your case number</div>	
<b>SHORT TITLE:</b> In Re: Mary Minor Sample	<b>CASE NUMBER:</b> 34-2019-01234567
PR-E-LP-022	

36 5th Calendar Note:

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If you have any additional Probate Calendar Notes indicating something is "NEEDED", use all the spaces necessary to copy the exact text of the Probate Calendar Note and respond to the note appropriately

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If you have already copied the text of all Probate Calendar Notes indicated something is "NEEDED" and responded to the Probate Calendar Note, leave these blank.

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44 6th Calendar Note:

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48 Response:

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52 7th Calendar Note:

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56 Response:

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**DO NOT** type or print your name, enter the date, or sign a page where you have not responded to a Probate Calendar Note.

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I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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

_____ (TYPE OR PRINT NAME)	_____ (SIGNATURE OF DECLARANT)
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Mandatory PR-E-LP-022 (Rev May 17, 2018)	<b>RESPONSE TO CALENDAR NOTES</b>	Local Rule 4.01(B) Page 3 of 3
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Response to Calendar Notes (Sacramento County Local Form PR-E-LP-022) (page 3)