

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 \(https://www.saccourt.ca.gov/local-rules/docs/local-rules.pdf\)](https://www.saccourt.ca.gov/local-rules/docs/local-rules.pdf)).

You must clear the Probate Calendar Notes and file all necessary documents at least **five court days** before your hearing or the Court will continue or dismiss your case.

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/)
- [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/)

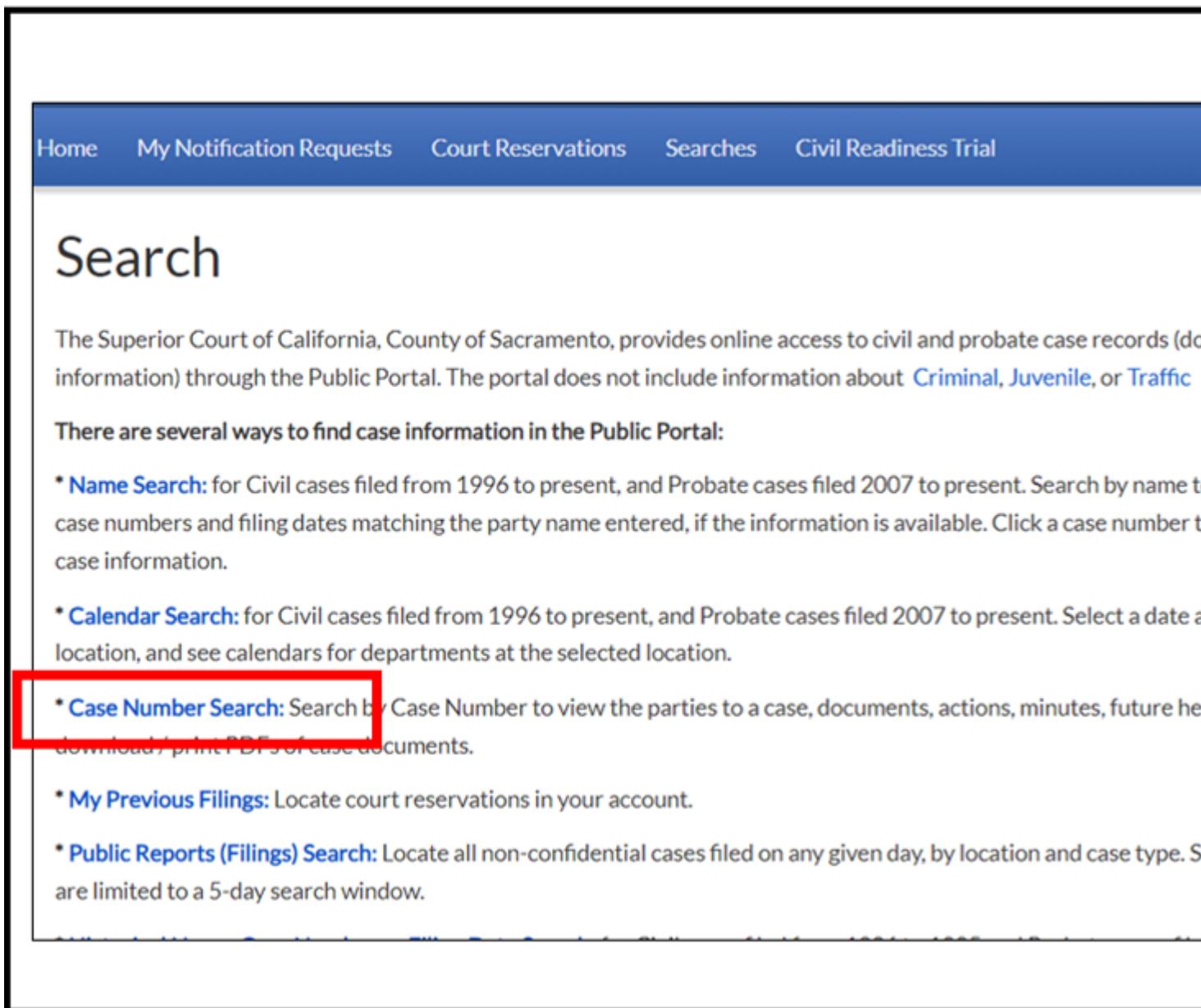
Related Video

- [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

All cases receive Probate Calendar Notes, even if the court file is complete. Check for the Probate Calendar Notes three weeks prior to the hearing. If they are not there yet, check again two weeks prior.

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.



The screenshot shows the Sacramento County Public Law Library Public Portal website. The top navigation bar includes links for Home, My Notification Requests, Court Reservations, Searches, and Civil Readiness Trial. The main content area is titled "Search". A text block explains that the Superior Court of California, County of Sacramento, provides online access to civil and probate case records (does not include Criminal, Juvenile, or Traffic information) through the Public Portal. It then lists several ways to find case information in the Public Portal:

- * **Name Search:** for Civil cases filed from 1996 to present, and Probate cases filed 2007 to present. Search by name to find case numbers and filing dates matching the party name entered, if the information is available. Click a case number to view case information.
- * **Calendar Search:** for Civil cases filed from 1996 to present, and Probate cases filed 2007 to present. Select a date and location, and see calendars for departments at the selected location.
- * **Case Number Search:** Search by Case Number to view the parties to a case, documents, actions, minutes, future hearings, download/print PDFs of case documents.
- * **My Previous Filings:** Locate court reservations in your account.
- * **Public Reports (Filings) Search:** Locate all non-confidential cases filed on any given day, by location and case type. Searches are limited to a 5-day search window.

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

24-PR-001234 GUARDIANSHIP OF JOHNNY D
Probate (Guardianship - Person)

Filed 01-02-2024

Case Summary

Documents Register of Actions Part

Filed / Status Date	Name
04-18-2024	Minute Order (General C
04-18-2024	Minute Order (General C
04-13-2024	Probate Calendar Notes
04-02-2024	Probate Calendar Notes

Clearing Probate Calendar Notes for Guardianship or Conservatorship

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 from 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 one stapled copy, at the Probate Filing Counter in Room 214 at the William R. Ridgeway Family Relations Courthouse. The court will keep the

original and return the copy to you, stamped “Endorsed/Filed.” 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 one copy of your Response to Calendar Notes. Leave your original unstapled, but staple the 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 return the copy to you, stamped “Endorsed/Filed.” Bring the endorsed copy to all of your court hearings.

There is no fee for filing Responses to Probate Calendar Notes.

For Help

[SH@LL \(Self-Help at the Law Library\)](https://saclaw.org/services/civil-self-help/) (<https://saclaw.org/services/civil-self-help/>)
609 9th 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.

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.

Family and Probate Self Help Center

3341 Power Inn Road, Room 113, Sacramento CA 95826
(916) 875-3400

8:30 a.m. to 4:00 p.m. Monday through Thursday

8:30 a.m. to 12:00 p.m. Friday

Services Provided: The Self Help Center provides assistance, instruction, and information in family law and probate cases to individuals representing themselves in a case before the Sacramento Superior Court. Many services are available through the [e-Correspondence System](https://services.saccourt.ca.gov/e-correspondence) (<https://services.saccourt.ca.gov/e-correspondence>) .

For assistance using e-Correspondence or to register your email with the Center, visit in person or contact the Virtual Front Counter from 8:30 a.m. – 10:30 a.m. on Tuesday and Thursdays via Zoom.

For More Information

On the Web:

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

[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

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

PR-E-LP-022
FAX FOR COURT USE ONLY

PARTY WITHOUT ATTORNEY NOS:
Jane Sample
123 ABC Street
Sacramento, CA 95814
ATTORNEY FOR (Name): In Pro Per

ESTATE OF GUARDIANSHIP OF CONSERVATOR
(Name): Mary Minor Sample

DECEDENT MINOR CONSERVATEE

Check off the appropriate boxes and write the name(s) of the minor(s)

CASE NUMBER:
34-2019-01234567

RESPONSE TO CALENDAR NOTES (Local Rule 4.01(B))

Enter the hearing date, time and department
DATE: 04/19/2019 TIME: 9:00 a.m. DEPT: 129 Enter your case number

1 1st Calendar Note: NEEDED: Notice of Hearing with Proof of Personal Service (Judicial Council Form GC-020)
2 or Diligence Search (local form LP-010) regarding efforts to identify and/or locate for service of copy of Petition
3 at least 15 days prior to the date for hearing: Mother - Susana Sample and Father

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.

6 Response: Mother has signed the Consent to Appointment of Guardian and Waiver of Notice, which is being filed with this response. Minor's biological father is UNKNOWN and his identity cannot be ascertained.
7 A Declaration of Diligent Search and Request to Dispense with Notice 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.

11

12 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 1 of 3

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

<p>The short title of the case is the words "In Re:" and the name(s) of the child(ren) in this case</p>	<p>Enter your case number</p>
<p>SHORT TITLE: In Re: Mary Minor Sample</p>	<p>CASE NUMBER: 34-2019-01234567</p>
<p>PR-E-LP-022</p>	
<p>13 2nd Calendar Note: NEEDED: Notice of Hearing with Proof of Service by MAIL (Judicial Council Form GC-020) or Diligence 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, Paternal Grandmother, Maternal Grandfather, Maternal Grandmother</p>	
<p>17 Response: Paternal Grandfather and Paternal Grandmother are both unknown. A Declaration of Diligent Search and Request to Dispense with Notice for each is being filed with this response. Maternal Grandfather and Maternal Grandmother were both served by mail on 03/15/2019 with Proof of Service by mail (Form GC-020) which is being filed with this response.</p>	
<p>24</p> <p>25 Response:</p> <p>26</p> <p>27</p> <p>28</p> <p>29 4th Calendar Note:</p> <p>30</p> <p>33 Response:</p> <p>34 Type or print your name, enter the date, and sign on each page where you have provided a response to a Probate Calendar Note.</p>	
<p>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Date: 04 /05 /2019</p> <p>Jane Sample</p>	
<p>(TYPE OR PRINT NAME)</p>	<p>(SIGNATURE OF DECLARANT)</p>
<p>RESPONSE TO CALENDAR NOTES</p>	
<p>Mandatory</p>	<p>Local Rule 4.01(B)</p>
<p>PR-E-LP-022 (Rev May 17, 2018)</p>	
<p>Page 2 of 3</p>	

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

<p>The short title of the case is the words "In Re:" and the name(s) of the child(ren) in this case</p> <p>Enter your case number</p>	
<p>SHORT TITLE:</p> <p>In Re: Mary Minor Sample</p>	<p>CASE NUMBER:</p> <p>34-2019-01234567</p>
<p>PR-E-LP-022</p>	
<p>36 5th Calendar Note:</p> <p>37</p> <p>38</p> <p>39 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</p> <p>40 R 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.</p> <p>41</p> <p>42</p> <p>43</p> <p>44 6th Calendar Note:</p> <p>45</p> <p>46</p> <p>47</p> <p>48 Response:</p> <p>49</p> <p>50</p> <p>51</p> <p>52 7th Calendar Note:</p> <p>53</p> <p>54</p> <p>55</p> <p>56 Response:</p> <p>57 DO NOT type or print your name, enter the date, or sign a page where you have not responded to a Probate Calendar Note.</p> <p>58</p>	
<p>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Date: _____ / _____ / _____</p> <p>(TYPE OR PRINT NAME) _____ (SIGNATURE OF DECLARANT) _____</p> <p>Mandatory RESPONSE TO CALENDAR NOTES Local Rule 4.01(B) PR-E-LP-022 (Rev May 17, 2018) Page 3 of 3</p>	

Response to Calendar Notes (Sacramento County Local Form PR-E-LP-022) (page 3)