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# 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/general-information/local-rules-standing-orders) (<https://www.saccourt.ca.gov/general-information/local-rules-standing-orders>) ).

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://www.saccourt.ca.gov/home/showpublisheddocument/715/639161707377370000) (<https://www.saccourt.ca.gov/home/showpublisheddocument/715/639161707377370000>)

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/Home/Components/FacilityDirectory/FacilityDirectory/10/85) (<https://www.saccourt.ca.gov/Home/Components/FacilityDirectory/FacilityDirectory/10/85>) .

## 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/))

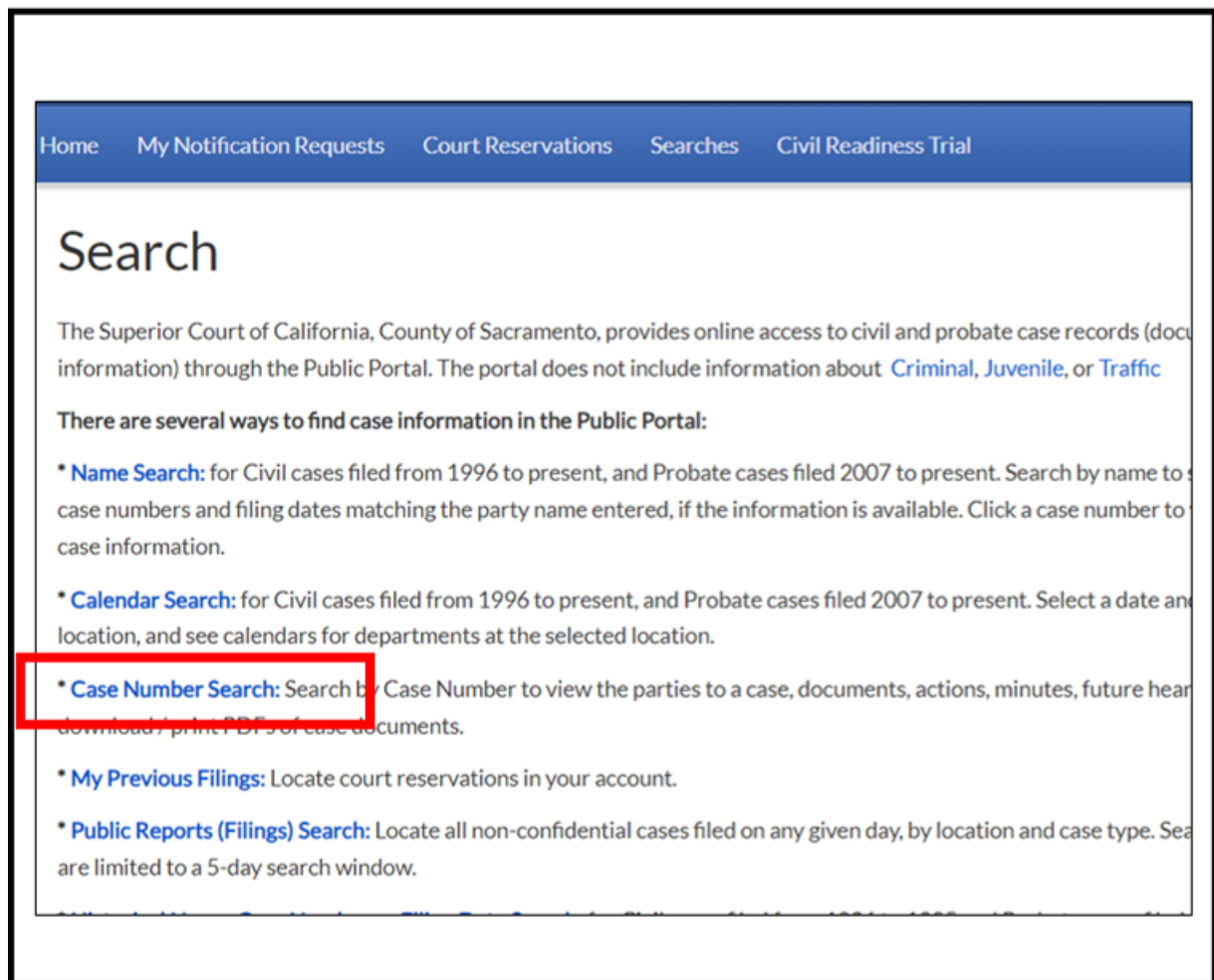
- [Guardianship Checklist](https://www.saclaw.org/video-library/applying-for-guardianship-part-1-screencast-saclaw-org/) (<https://www.saclaw.org/video-library/applying-for-guardianship-part-1-screencast-saclaw-org/>)

## 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

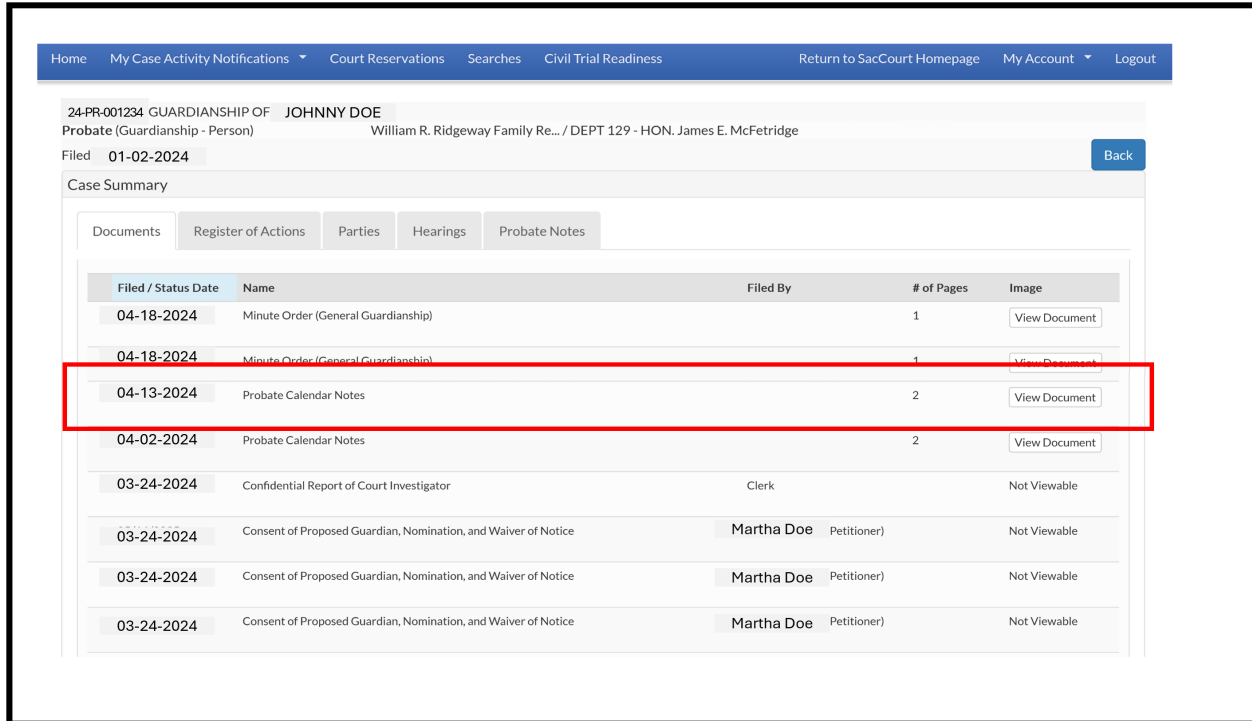
All cases receive Probate Calendar Notes, even if the court file is complete. Check for the Probate Calendar Notes three weeks prior to the hearing. If they are not there yet, check again two weeks prior.

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.



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. McFetridge  
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 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.

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## 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/home/showpublisheddocument/715/639161707377370000) (https://www.saccourt.ca.gov/home/showpublisheddocument/715/639161707377370000)  
(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 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.

*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/ecorrespondence/) (<https://services.saccourt.ca.gov/ecorrespondence/>).

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/general-information/local-rules-standing-orders), (<https://www.saccourt.ca.gov/general-information/local-rules-standing-orders>) **Sacramento County Superior Court**

[Sacramento Local Rules, Rule 4.01, “Preparing for Hearing” \(page 51\)](https://www.saccourt.ca.gov/home/showpublisheddocument/237/639084036367800000)  
(<https://www.saccourt.ca.gov/home/showpublisheddocument/237/639084036367800000>) **Sacramento County Superior Court**

**At the Law Library:**

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





The short title of the case is the words "In Re:" and the name(s) of the child(ren) in this case

Enter your case number

PR-E-LP-022

<b>SHORT TITLE:</b> In Re: Mary Minor Sample	<b>CASE NUMBER:</b> 34-2019-01234567
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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:  
 30  
 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 **RESPONSE TO CALENDAR NOTES** Local Rule 4.01(B)  
 PR-E-LP-022 (Rev May 17, 2018) Page 2 of 3

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



The short title of the case is the words "In Re:" and the name(s) of the child(ren) in this case

Enter your case number

<b>SHORT TITLE:</b> In Re: Mary Minor Sample	<b>CASE NUMBER:</b> 34-2019-01234567	PR-E-LP-022
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36 5th Calendar Note:

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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

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.

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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.

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)

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

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