

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>).

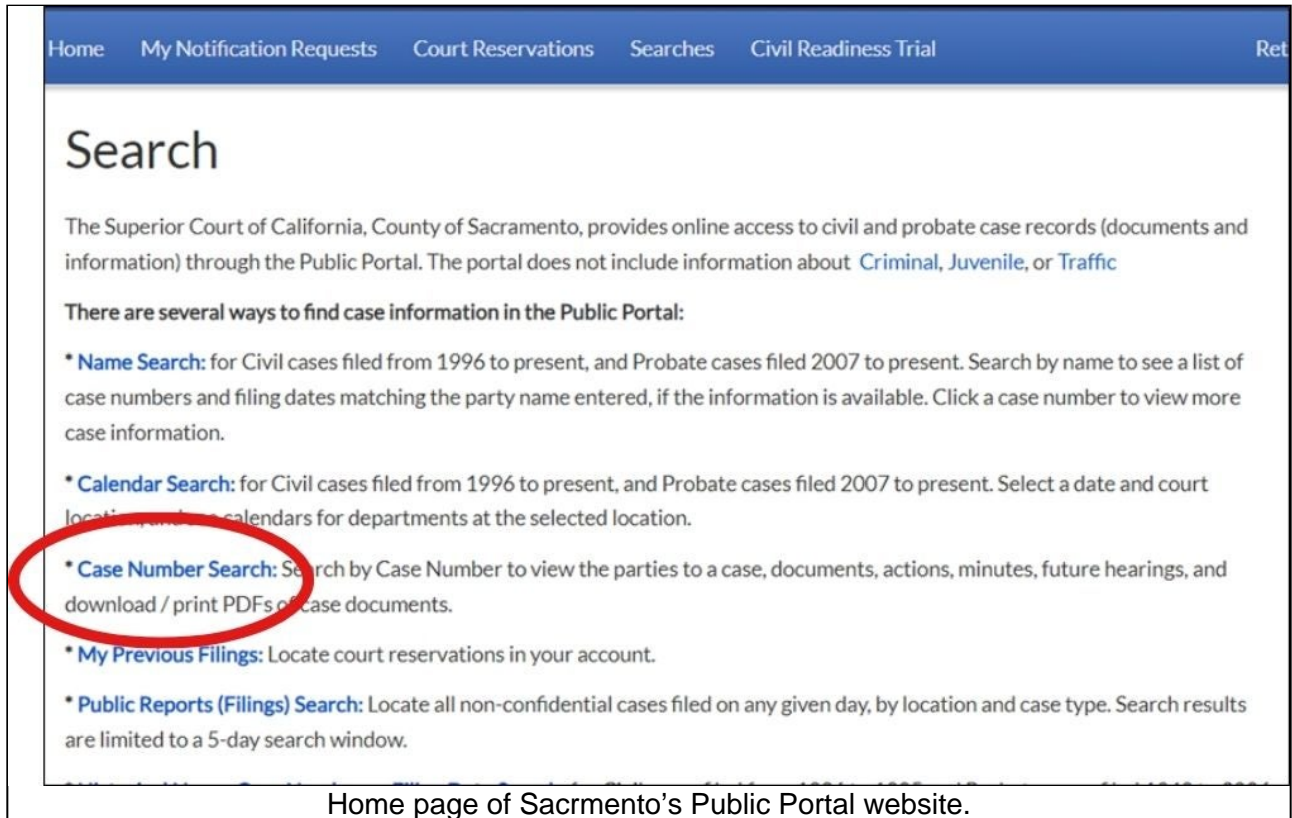
Related Step-by-Step Guides

- [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/)
- [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.



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Search

The Superior Court of California, County of Sacramento, provides online access to civil and probate case records (documents and information) through the Public Portal. The portal does not include information about [Criminal](#), [Juvenile](#), or [Traffic](#)

There are 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 see a list of case numbers and filing dates matching the party name entered, if the information is available. Click a case number to view more case information.
- * **Calendar Search:** for Civil cases filed from 1996 to present, and Probate cases filed 2007 to present. Select a date and court location to view 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, and 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. Search results 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.

[Return to SacCourt Homepage](#)
[Law Library](#)
[Logout](#)

24PR1234 GUARDIANSHIP JOHNNY DOE

Probate (Guardianship - Person) William R. Ridgeway Family Re... / DEPT 129 - HON. John P. Winn

Filed: 1/2/24 Next Hearing: 4/4/24 General Guardianship [Back](#)

Documents Register of Actions

Documents

Filed / Status Date	Name	Filed By	# of Pages	Image
3/19/2024	Probate Calendar Notes		3	View Document
3/10/2024	Consent of Proposed Guardian, Nomination, and Waiver of Notice	Gina Guardian, Petitioner		Not Viewable
3/10/2024	Declaration of Diligent Search and request to dispense with notice	Gina Guardian, Petitioner		Not Viewable
3/10/2024	Notice of Hearing-Guardianship or Conservatorship	Gina Guardian, Petitioner		Not Viewable
3/10/2024	Declaration of Diligent Search and request to dispense with notice	Gina Guardian, 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 - March 06, 2023		
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		
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: Mother 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: Maternal Grandmother Paternal Grandmother		

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 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.

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

PR-E-LP-022
COURT USE ONLY

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

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

☐ 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)

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

CASE NUMBER: 34-2019-01234567

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
7 filed with this response. Minor's biological father is UNKNOWN and his identity cannot be ascertained.
8 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.

12

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)

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

Mandatory **RESPONSE TO CALENDAR NOTES** 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)

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

SHORT TITLE: In Re: Mary Minor Sample	CASE NUMBER: 34-2019-01234567
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PR-E-LP-022

13 2nd 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**

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 4th Calendar Note:

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33 Response:

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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: 04 / 05 / 2019

Jane Sample

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)

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

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

PR-E-LP-022

SHORT TITLE: In Re: Mary Minor Sample	CASE NUMBER: 34-2019-01234567
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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
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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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)

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

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

Files For Download

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Legal Categories

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Legal Categories

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Legal Topics

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This information is not legal advice. Your case may need additional or different actions.

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Legal Topics
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