

## GUARDIANSHIP

# Clearing Probate Calendar Notes for Guardianships or Conservatorships

*This Guide includes instructions and sample forms. Links to download the blank forms are at the end of this Guide. Download additional copies of this Guide from [saclaw.org/calendar-notes](http://saclaw.org/calendar-notes)*

## BACKGROUND

In Sacramento, the probate file examiner reviews the pleadings and court files in each guardianship or conservatorship case, and creates a document noting anything that remains to be filed, or which appears to be omitted from the pleadings. This document is posted on the court's website approximately 10-12 calendar days prior to the court hearing date in that case ([Sacramento County Superior Court Local Rule 4.02](#)). This document is commonly referred to as "Probate Notes," "Probate Calendar Notes," or "Calendar Notes." This process will be different, or may not exist, in other County Superior courts.

At least 5 *court* days (Monday through Friday, excluding holidays) before the hearing date, the Petitioner must submit their response to these Probate Calendar Notes, and file it with any necessary documents at the Probate Filing Counter in Room 214 at the [William R. Ridgeway Family Relations Courthouse](#).

Probate Calendar Notes may be viewed for free online at [services.saccourt.ca.gov/PublicCaseAccess/Probate](http://services.saccourt.ca.gov/PublicCaseAccess/Probate). You may search the notes by your case number or your hearing date. If you search by your hearing date, you will also need the Department number. The Sacramento Superior Court holds most probate hearings in Department 129 at the William R. Ridgeway Family Relations Courthouse; however, you will wish to confirm your department by checking your Petition. The court clerk always writes your department number on your Petition.

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. 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).

### You may also need...

#### Related Step-by-Step Guides

[Declaration of Diligent Search](#)

[Guardianship Checklist](#)

#### Related Video

[Petition for Guardianship of the Person, Parts 1-4](#)

Disclaimer: This Guide is intended as general information only. Your case may have factors requiring different procedures or forms. The information and instructions are provided for use in the Sacramento County Superior Court. Please keep in mind that each court may have different requirements. If you need further assistance consult a lawyer.

>>[Home](#) >>[Law 101](#)

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

### Step 1: Complete the Required Forms

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

- [Response to Calendar Notes](#) (Sacramento County Local Form PR-E-LP-022)

### Step 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.

### Step 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

### Sacramento County Public Law Library Civil Self Help Center

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

[saclaw.org/self-help/civil-self-help-center/](http://saclaw.org/self-help/civil-self-help-center/)

*Services Provided:* The Sacramento County Public Law Library Civil Self Help Center provides general information and basic assistance to self-represented litigants on a variety of civil legal issues, including assistance with responding to Probate Calendar Notes in cases of guardianship of the person **only**. Appointments will be made beginning at 8:30 a.m. Patrons who are present at 8:30 a.m. will be entered into a random drawing to determine the order their case will be evaluated. If an appointment is appropriate, it will be made for later in the day. You are encouraged to arrive by 8:25 a.m. to participate in the appointment setting drawing.

*Eligibility:* Must be a Sacramento County resident or have a [qualifying](#) case in the Sacramento County Superior Court.

### Self-Help Center - Family Law Facilitator

William R. Ridgeway Family Relations Courthouse

3341 Power Inn Road, Sacramento, CA 95826

[www.saccourt.ca.gov/family/self-help-center.aspx#services](http://www.saccourt.ca.gov/family/self-help-center.aspx#services)

*Services Provided:* The Self-Help Center provides free legal, procedural assistance to individuals

>>[Home](#) >>[Law 101](#)

without an attorney in the areas of Probate Guardianship, including assistance with responding to Calendar Notes. All services are provided free of charge.

FOR MORE INFORMATION

**On the Web:**

*Local Rules 4.01 and 4.02, Sacramento County Superior Court*

**Sacramento County Superior Court**

[www.saccourt.ca.gov/local-rules/docs/chapter-04.pdf](http://www.saccourt.ca.gov/local-rules/docs/chapter-04.pdf)

*About Probate Calendar Notes*

**Sacramento County Superior Court**

<https://www.saccourt.ca.gov/probate/about-notes.aspx>

**At the Law Library:**

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

**Electronic Access:** From any computer (Law Library or home) via the Legal Information Reference Center. Instructions are available on our website at [saclaw.org/nolo-ebooks](http://saclaw.org/nolo-ebooks).

*IF YOU HAVE QUESTIONS ABOUT THIS GUIDE, OR IF YOU NEED HELP FINDING OR USING THE MATERIALS LISTED, DON'T HESITATE TO ASK A REFERENCE LIBRARIAN.*

>>[Home](#) >>[Law 101](#)

## ATTACHMENTS: FORMS AND INSTRUCTIONS

The Judicial Council forms commonly used in this procedure are:

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

PARTY WITHOUT ATTORNEY OR ATTORNEY NOS: Jane Sample 123 ABC Street Sacramento, CA 95814 ATTORNEY FOR (Name): In Pro Per		<b>COURT USE ONLY</b> 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
<input type="checkbox"/> ESTATE OF <input checked="" type="checkbox"/> GUARDIANSHIP OF <input type="checkbox"/> CONSERVATOR (Name): Mary Minor Sample		Check off the appropriate boxes and write the name(s) of the minor(s)
<input type="checkbox"/> DECEDENT <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE		
<b>RESPONSE TO CALENDAR NOTES (Local Rule 4.01(B))</b>		CASE NUMBER: 34-2019-01234567
DATE: 04/19/2019	TIME: 9:00 a.m.	DEPT: 129

1 1<sup>st</sup> 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.

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

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.

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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- 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

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:

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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.

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

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.