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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

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), the Petitioner must submit a declaration responding to these Probate Calendar Notes, and file it and 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. 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. If any of the items are listed as "NEEDED;" however, a response must be prepared and filed. These responses must include the specific note that is "NEEDED," a response to the note, and any requested documents. You must declare that your response is true and correct under penalty of perjury. Because of this, it is common to use a *Declaration* (MC-030), which includes the words "I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct" above the signature line. The *Response to Calendar Notes* (Sacramento County Local Form

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.

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PR-E-LP-022) also includes these words. If you choose to use *28-Line Pleading Paper* (formatted for Sacramento Superior Court), be sure to include that wording above your signature.

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 forms are included at the end of this packet. You may use any of these forms to clear your Calendar Notes:

- [Declaration](#) (MC-030); or
- [Response to Calendar Notes](#) (Sacramento County Local Form PR-E-LP-022); or
- [28-Line Pleading Paper](#) (formatted for Sacramento Superior Court)

Step 2: Copying and Assembling

Make two copies of your response to your Calendar Notes, regardless as to which of the above-listed forms you use.

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 form to clear 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 9th Street, Sacramento 95814

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.

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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

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

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.

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.

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ATTACHMENTS: FORMS AND INSTRUCTIONS

The Judicial Council forms commonly used in this procedure are:

- *Declaration* (MC-030) www.courts.ca.gov/documents/mc030.pdf
- *Additional Page* (MC-020) www.courts.ca.gov/documents/mc020.pdf

Alternatively, you may use either a local Sacramento County Superior Court Form; or 28-Line Pleading Paper, formatted specifically for use in Sacramento Superior Court:

- *Response to Calendar Notes* (Sacramento County Local Form PR-E-LP-022)
www.saccourt.ca.gov/forms/docs/pr-022.pdf
- *28-Line Pleading Paper* (formatted for Sacramento Superior Court)
saclaw.org/pleading-paper-sacramento

MC-030	
<p>ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):</p> <p>Jane Sample 123 ABC Street Sacramento, CA 95835 TELEPHONE NO.: 916.555.5555 FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): In Pro Per</p>	<p>FOR COURT USE ONLY</p>
<p>SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento</p> <p>STREET ADDRESS: 3341 Power Inn Road MAILING ADDRESS: 3341 Power Inn Road CITY AND ZIP CODE: Sacramento, CA 95826 BRANCH NAME: Probate</p>	
<p>PLAINTIFF/PETITIONER: Jane Sample</p> <p>DEFENDANT/RESPONDENT:</p>	
DECLARATION	<p>CASE NUMBER: 34-2015-00555555</p>

TEXT OF 1st PROBATE CALENDAR NOTE:
NEEDED: Notice of Hearing with Proof of Personal Service (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: Mother and Father

RESPONSE TO 1ST PROBATE CALENDAR NOTE:
Biological Mother has signed the Consent to appointment of Guardian and Waiver Notice, which is being filed with this response. MINOR'S BIOLOGICAL FATHER IS UNKNOWN, and his identity cannot be ascertained. A Declaration of Diligent Search and Request to Dispense With Notice is being filed with this response.

TEXT OF 2nd PROBATE 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
Siblings (if over 12) Section 9 of petition in ... relatives section (2)

CONTINUED ON NEXT PAGE...

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date: 8/7/2015

JANE SAMPLE _____
(TYPE OR PRINT NAME) (SIGNATURE OF DECLARANT)

Attorney for Plaintiff Petitioner Defendant
 Respondent Other (Specify):

Complete the caption with your name, address and telephone number, and the court information and case number.

Copy exactly the text of any probate calendar note that indicates something is "NEEDED."

Provide the missing information or explain how the missing information, document, or other need has been remedied, or will be corrected.

You may use an additional page if you require more space (MC-020).

Date, Print your name, sign, and indicate you are the petitioner, to declare under penalty of perjury that what you stated is true. If you create your own response on 28-line pleading paper, be sure to include the language "I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct," just above your signature.

MC-020

SHORT TITLE: Vincent Ramirez, Minor	CASE NUMBER: 34-2015-00555555
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1 RESPONSE TO 2nd PROBATE CALENDAR NOTE:
2 Paternal Grandfather: Biological Father of Minor is unknown, and identity of Grandfather cannot be
3 ascertained. A Declaration of Diligent Search and Request to Dispense With Notice is being filed with
4 this response.
5 Paternal Grandmother: Biological Father of Minor is unknown, and identity of Grandmother cannot be
6 ascertained. A Declaration of Diligent Search and Request to Dispense With Notice is being filed with
7 this response.
8 Maternal Grandfather: Was served by mail on 06/15/15 / Proof of Service by mail (Form GC-020) is
9 being filed with this response.
10 Maternal Grandmother: Was served by mail on 06/15/15/ Proof of Service by mail (Form GC-020) is
11 being filed with this response.
12 Siblings are under the age of 12, and therefore do not require service:
13 Zoey Ramirez (Dob: 06/30/15)
14 Jose Ramirez (Dob: 6/17/2013)
15 Pepe Ramirez (Dob: 04/18/2012)

It is easier to follow if your response mirrors the structure of the probate calendar note to which it responds. Additionally, be sure that your responses are clear to a stranger reading it, because the judge or clerk won't have the benefit of your personal knowledge of the facts of the case.

26 (Required for verified pleading) The items on this page stated on information and belief are (specify item numbers, not line numbers):

27 This page may be used with any Judicial Council form or any other paper filed with the court.

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