



Cover Sheet:	Calendar Notes
Effective Date:	February 4, 2022
Last Revision Date:	June 8, 2022
Purpose:	At least five days before any hearing in the probate department, the moving party must clear the Probate Calendar Notes and file this form with the Court.
Assistance:	Parties who are acting as their own attorneys may receive help from the Self Help Center to complete these forms. You may contact the Self Help Center through the Court's website, by creating an e-Correspondence account.
Required Forms:	This local form must be used: <ul style="list-style-type: none">• Response to Calendar Notes, PR-E-LP-022
Optional Forms:	These instructions are for cases filed in Sacramento County: <ul style="list-style-type: none">• Instructions for Probate Calendar Notes
Filing Fee:	None
Copies:	Make 1 copies of the completed form. The Court will file and keep the original and will endorse and return the copy to you.
Before You File:	Refer to the local instruction sheets included in this packet.
Filing:	<p>All forms must be typewritten or printed in blue or black ink. (See California Rules of Court, Rules 2.100-2.119)</p> <p>Mail or place completed forms in the court drop-box located at the Family Court at 3341 Power Inn Road, Sacramento, CA 95826. Drop box hours are 8:00 am to 5:00 pm Monday through Friday, excluding Court holidays.</p> <p>Forms may also be filed in person between the hours of 8:30 am and 4:00 pm. You must make an appointment online or obtain a ticket from Reception to file in person.</p>
Next Steps:	Bring filed copies of all documents requested in the Calendar Notes to the hearing.

PARTY WITHOUT ATTORNEY OR ATTORNEY (Name, state bar number, and address) TELEPHONE AND FAX NOS:	FOR COURT USE ONLY
ATTORNEY FOR (Name): <input type="checkbox"/> ESTATE OF <input type="checkbox"/> GUARDIANSHIP OF <input type="checkbox"/> CONSERVATORSHIP OF (Name): <input type="checkbox"/> DECEDENT <input type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE	
RESPONSE TO CALENDAR NOTES (Local Rule 4.01(B))	CASE NUMBER:

DATE:	TIME:	DEPT:
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1 1st Calendar Note:

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6 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)

SHORT TITLE:	CASE NUMBER:
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13 2nd Calendar Note:

14

15

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17 Response:

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19

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21 3rd Calendar Note:

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25 Response:

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27

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29 4th Calendar Note:

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31

32

33 Response:

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35

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)

SHORT TITLE:	CASE NUMBER:
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36 5th Calendar Note:

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40 Response:

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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)



INSTRUCTIONS FOR PROBATE CALENDAR NOTES

REQUIRED: You must clear the Probate Calendar Notes and file all necessary documents with the Probate Front Counter in Room 214 at the William R. Ridgeway Family Relations Courthouse at least **five court days** before your hearing or the Court will continue or dismiss your case.

1. Check for the Probate Calendar Notes **three weeks** prior to the hearing.
2. You can view the Probate Calendar Notes online at <https://saccourt.ca.gov/indexes/new-portal-info.aspx>. Search the notes by using your case number or the hearing date. If you search by the 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.
3. You need to respond to any notes that say "NEEDED" in the section of the Probate Calendar Notes titled **DEFICIENCIES**. If you need to respond to a question by the court, use the Response to Calendar Notes form (Local Form PR-E-LP-022). The person who makes the declaration must sign and date the PR-E-LP-022 form. Make ONE copy of the completed and signed form. File the original form and submit the copy at the Probate Front Counter in Room 214 at the William R. Ridgeway Family Relations Courthouse. The court will keep the original and return the endorsed copy to you. Bring the endorsed copy to all Court hearings.