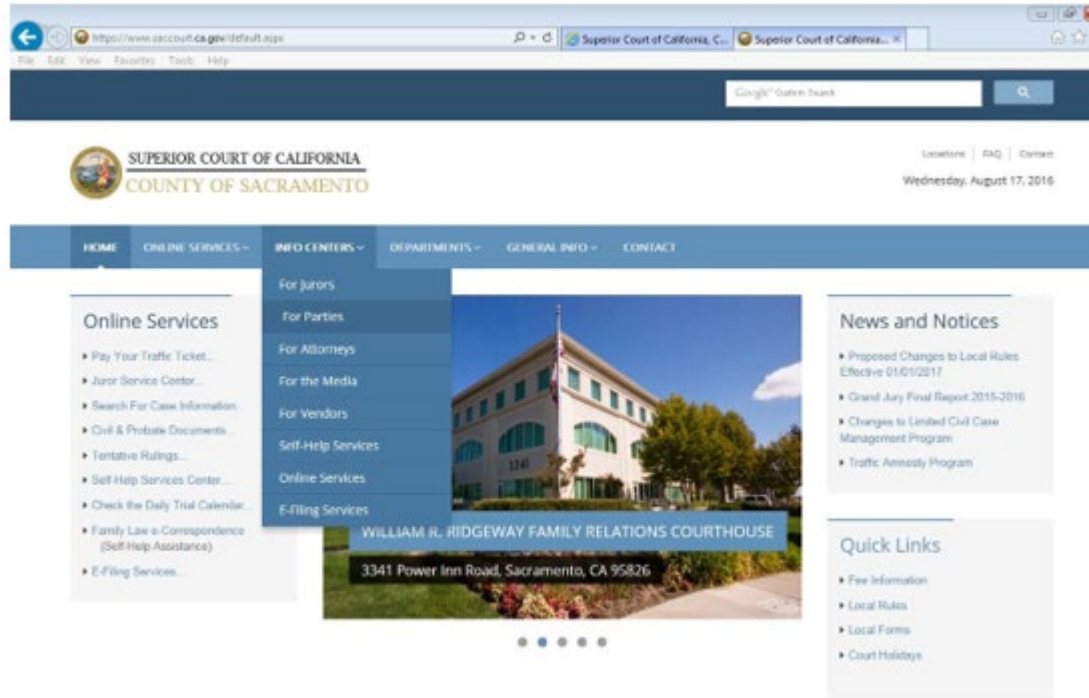


## CRIMINAL READINESS NOTIFICATION SYSTEM INSTRUCTIONS

The following are step-by-step instructions on how to update the status of a case online.

- Access the application by going to the Court's website at [www.saccourt.ca.gov](http://www.saccourt.ca.gov). Select "INFO CENTERS") at the top of the webpage and select "For Attorneys"



- Select "Criminal Readiness Notification System" Information for Attorneys

### Calendar / Assignment Information

► Preliminary Hearing and Trial Assignments

### Preliminary / Evidentiary Hearing Information

► Preliminary / Evidentiary Hearing Process Effective June 1, 2022, Revised 10-24-22 (06.07.22)

### Trial Information

► Trial Process - Effective June 1, 2022, Revised April 25, 2023 (04.25.23)

► Standing Order - Order Regarding Criminal Trials Assignments (06.01.22)

### Executive Orders / Standing Orders / Other Orders

► Standing Order - Order Regarding Criminal Trials Assignments (06.01.22)

### Plea & Waiver Forms

► See Local Forms Page for Criminal Plea & Waiver Forms

### Online Services

- Search for Case Information (Criminal, Family, Traffic)
- Search for Case Information (Civil, Probate, Small Claims, Unlawful Detainer - Landlord/Tenant)
- Civil Trial Setting Process and Dates
- View Tentative Rulings
- Daily Trial Calendar
- Civil Trial Readiness Notification

### Criminal Readiness Notification System

► Criminal Readiness Notification System Instructions

► Account Registration Form

► Sign In To Account

- Log into the program by entering the assigned login name and password, and selecting the role using the drop-down menu. Press the LOGIN button.

### LOG IN

Please enter your username and password.

If you have difficulty logging into the system, email Master Calendar at [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov) describing your issue.

#### Account Information

Username:

Password:

Attorney Role:  

Select-  
Select-  
Prosecution  
Defense

Log In

- The application's Home page will appear displaying a list of active calendars currently available for viewing. Select the appropriate trial date.

## CALENDAR LOOKUP / CREA

### Available Calendars

| Type   | Date                               |
|--------|------------------------------------|
| Trial  | <a href="#">Mon - Jun 30, 2025</a> |
| Prelim | <a href="#">Tue - Jun 24, 2025</a> |
| Prelim | <a href="#">Tue - Jun 24, 2025</a> |
| Prelim | <a href="#">Wed - Jun 25, 2025</a> |
| Prelim | <a href="#">Wed - Jun 25, 2025</a> |
| Prelim | <a href="#">Thu - Jun 26, 2025</a> |
| Prelim | <a href="#">Thu - Jun 26, 2025</a> |
| Prelim | <a href="#">Fri - Jun 27, 2025</a> |
| Prelim | <a href="#">Fri - Jun 27, 2025</a> |
| MHD    | <a href="#">Tue - Jun 24, 2025</a> |
| MHD    | <a href="#">Tue - Jun 24, 2025</a> |
| MHD    | <a href="#">Wed - Jun 25, 2025</a> |
| MHD    | <a href="#">Thu - Jun 26, 2025</a> |
| MHD    | <a href="#">Thu - Jun 26, 2025</a> |
| MHD    | <a href="#">Fri - Jun 27, 2025</a> |

- The calendar for the selected date will be displayed. Review the calendar to locate a specific case and click on the defendant's name.

| TRIAL ASSIGNMENTS CALENDAR FOR 8/4/2010 - DEPARTMENT 09 @8:45 AM |      |          |                |   |        |        |            |      |             |               |
|--|------|----------|----------------|---|--------|--------|------------|------|-------------|---------------|
| Defendant  | Cust | Case#    | Primary Charge | Attorney                                | Status | Reason | Trial Est. | T.D. | Notified By | Notified Date |
| <a href="#">AYAZ AHMAD</a>                                       |      | 10M00444 | VC 23152(A)    | DEF: PD PARFITT, B.                     |        |        |            |      |             |               |
| <a href="#">BLEDSON, ALLEN</a>                                   |      | 07F09614 | HS 11351       | DEF: RET MILLER, R.<br>PRO: SINGH       |        |        |            |      |             |               |
| <a href="#">HELLER, LEROY</a>                                    | CUST | 09F07792 | PC 288.7(B)    | DEF: CCD FARINA, J.<br>PRO: NEWTON, C.  |        |        |            |      |             |               |
| <a href="#">HERNANDEZ, JOSE</a>                                  | CUST | 09T00518 | VC 23152(A)    | DEF: RET HERNANDEZ, A.                  |        |        |            |      |             |               |
| <a href="#">HICKS, VILJ</a>                                      | CUST | 10F02314 | PC 664/459     | DEF: PD PALEY, S.<br>PRO: ALEXANDER, S. |        |        |            |      |             |               |

- A window will display reflecting the known details of the case, including the defendant's name, case number, custody status (if in-custody), primary charge, and opposing counsel. If opposing counsel has already reported case status, these details will also appear.

To report status, click on the Add hyperlink.

Home
Account Management
Help

**Defendant Name:** BLEDSON, ALLEN  
**Case Number:** 07F09614  
**Primary Charge:** HS 11351  
**Custody:**  
**Attorneys:** DEF: RET MILLER, R.  
PRO: SINGH

| Notified By   | Trial Readiness | Reason | Trial Days Est. | T.D. | Notified Date |
|---|-----------------|--------|-----------------|------|---------------|
| <a href="#">Add</a><br> <a href="#">Add to Calendar...</a> |                 |        |                 |      |               |

The Notification Info drop-down box will appear. Update the status fields by using the dropdown menus.

Home
Account Management
Help

**Defendant Name:** BLEDSON, ALLEN  
**Case Number:** 07F09614  
**Primary Charge:** HS 11351  
**Custody:**  
**Attorneys:** DEF: RET MILLER, R.  
PRO: SINGH

| Notified By   | Trial Readiness | Reason | Trial Days Est. | T.D. | Notified Date |
|---|-----------------|--------|-----------------|------|---------------|
| <div> Notification Info<br/> Trial Readiness: Ready <input type="button" value="v"/><br/> Trial Days (est.): <input type="text"/><br/> Transport Defendant: -Select- <input type="button" value="v"/><br/> <a href="#">Save</a> <a href="#">Cancel</a> </div> |                 |        |                 |      |               |

- Trial Readiness – Select the appropriate status of “Ready”. Wait for the screen to refresh to select the following options.
- The “Trial Days or Hearing Minutes (MHD) (est.):” drop-down will appear. Enter in the expected duration of the trial in court days, including jury selection.
- If reporting in the role of Defense, a “Transport Defendant:” drop-down will appear. If the defendant’s appearance is not necessary or not required, defense counsel may change the transportation status to “No” and the defendant may not be transported. \*
- Press “Save” in the lower left corner of the screen.

The screen will return to the case listing with the new status information included in the display. It will also reflect the name of counsel who reported the information and the date and time of update.

Home Account Management Help

Defendant Name: BLEDSOE, ALLEN  
Case Number: 07F09614  
Primary Charge: HS 11351  
Custody:  
Attorneys: DEF: RET MILLER, R.  
PRO: SINGH

| Notified By   | Trial Readiness | Reason | Trial Days Est. | T.D. | Notified Date       |
|---------------|-----------------|--------|-----------------|------|---------------------|
| DEF: Dang, S. | Ready           |        | 4               |      | 8/2/2010 5:07:14 PM |

Add

[Return to Calendar...](#)

Home Administer Accounts Table Maintenance Help

Defendant Name: BAIRDEN, HERBIE  
Case Number: 10M00862  
Primary Charge: PC 666  
Custody:

| Notified By   | Trial Readiness | When/ Why | T.D. | Notified Date |
|---|-----------------|-----------|------|---------------|
| <div> <p>Notification Info</p> <p>Attorney Role: Prosecution</p> <p>Trial Readiness: Not Ready</p> <p>Reason: -Select-</p> <p>-Select-</p> <p>Continue</p> <p>Dismissal</p> <p>In Trial</p> <p>Plea</p> <p>Trail</p> </div> |                 |           |      |               |

Save Cancel

- Trial Readiness – Select the appropriate status of “Not Ready”. Wait for the screen to refresh to select the following options.
- The “Reason:” drop-down will appear. Enter in the reason not ready for trial, (“Continue”, “Dismissal”, “In Trial”, “Plea” or “Trail”).
- If reporting in the role of Defense, a “Transport Defendant:” drop-down will appear. It is no longer necessary to complete the information in this section.
- Press “Save” in the lower left corner of the screen.

The screen will return to the case listing with the new status information included in the display. It will also reflect the name of counsel who reported the information and the date and time of update.

| Home Account Management Help          |  |               |                        |             |                      |
|---------------------------------------|--|---------------|------------------------|-------------|----------------------|
| <b>Defendant Name:</b>                | SANDWELL, RONALD                       |               |                        |             |                      |
| <b>Case Number:</b>                   | 10F02220                               |               |                        |             |                      |
| <b>Primary Charge:</b>                | PC 290.018(B)                          |               |                        |             |                      |
| <b>Custody:</b>                       | CUST                                   |               |                        |             |                      |
| <b>Attorneys:</b>                     | DEF: PD KURTZ, J.<br>PRO: CHISHOLM, M. |               |                        |             |                      |
| <b>Notified By</b>                    | <b>Trial Readiness</b>                 | <b>Reason</b> | <b>Trial Days Est.</b> | <b>T.D.</b> | <b>Notified Date</b> |
| PRO: Dang, S.                         | Not Ready                              | Continue      |                        |             | 8/2/2010 5:09:55 PM  |
| <a href="#">Return to Calendar...</a> |  |               |                        |             |                      |

- Once all information on a specific case has been addressed, press “[Return to Calendar...](#)” hyperlink at the bottom left of the screen. The screen will return to the Trial Calendar display of all cases and the updated case information should now be reflected on the calendar.

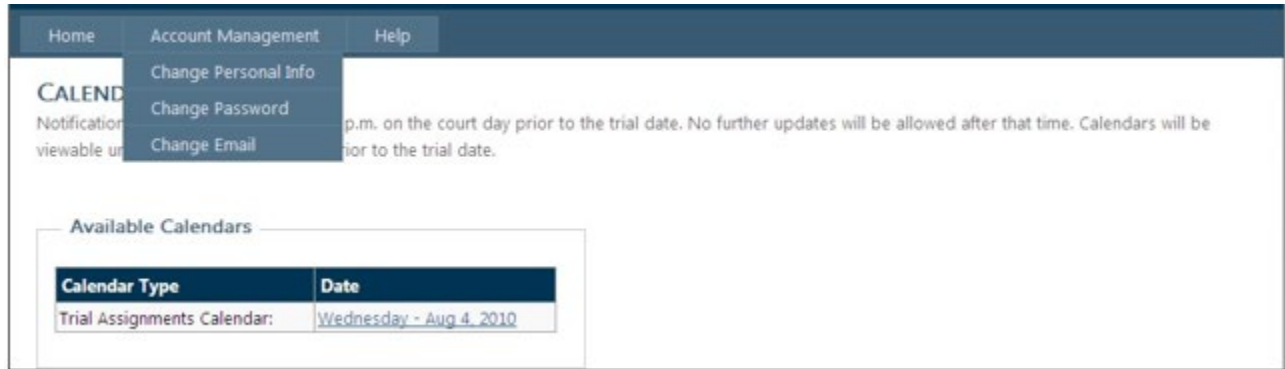
| Home Account Management Help                                     |      |          |                |   |           |          |            |      |                   |                     |
|--|------|----------|----------------|---|-----------|----------|------------|------|-------------------|---------------------|
| TRIAL ASSIGNMENTS CALENDAR FOR 8/4/2010 - DEPARTMENT 09 @8:45 AM |      |          |                |   |           |          |            |      |                   |                     |
| Defendant  | Cust | Case#    | Primary Charge | Attorney                                | Status    | Reason   | Trial Est. | T.D. | Notified By       | Notified Date       |
| <a href="#">AYAZ, AHMAD</a>                                      |      | 10M00444 | VC 23152(A)    | DEF: PD PARFITT, B.                     |           |          |            |      |                   |                     |
| <a href="#">BLEDSOE, ALLEN</a>                                   |      | 07F09614 | HS 11351       | DEF: RET MILLER, R.<br>PRO: SINGH       | Ready     |          | 4          |      | DEF: Dang, S.     | 8/2/2010 5:07:14 PM |
| <a href="#">HELLER, LEROY</a>                                    | CUST | 09F07792 | PC 288.7(B)    | DEF: CCD FARINA, J.<br>PRO: NEWTON, C.  |           |          |            |      |                   |                     |
| <a href="#">HERNANDEZ, JOSE</a>                                  | CUST | 09T00518 | VC 23152(A)    | DEF: RET HERNANDEZ, A.                  |           |          |            |      |                   |                     |
| <a href="#">HICKS, VILI</a>                                      | CUST | 10F02314 | PC 664/459     | DEF: PD PALEY, S.<br>PRO: ALEXANDER, S. |           |          |            |      |                   |                     |
| <a href="#">JACKSON, BYRON</a>                                   | CUST | 10F01035 | PC 273.5(A)    | DEF: PP PRO PER<br>PRO: HARRY, J.       | Not Ready | In Trial |            | N    | DEF: Endacott, K. | 8/2/2010 2:41:53 PM |
| <a href="#">LOPEZ, JESSIE</a>                                    |      | 09T05417 | VC 23152(A)    | DEF: PD RAMOS, C.                       |           |          |            |      |                   |                     |
| <a href="#">LOPEZ, JESSIE</a>                                    |      | 10T00534 | VC 23152(A)    | DEF: PD RAMOS, C.                       |           |          |            |      |                   |                     |
| <a href="#">MASHAL, LINDA</a>                                    |      | 10M00071 | PC 508         | DEF: RET TALESFORE, G.                  |           |          |            |      |                   |                     |
| <a href="#">MOLDEN, JONTE</a>                                    |      | 05F04244 | HS 11352(A)    | DEF: RET GRIFFIN, J.<br>PRO: SINGH, O.  | Ready     |          | 5          |      | PRO: Endacott, K. | 8/2/2010 2:37:27 PM |
| <a href="#">THOMAS, ANDRE</a>                                    |      | 05F04244 | HS 11352(A)    | DEF: PD SPANO, P.<br>PRO: SINGH, O.     | Ready     |          | 5          |      | PRO: Endacott, K. | 8/2/2010 2:37:27 PM |

If your readiness status changes, you can go back in and change your entry as many times as you wish until you reach the check-in deadline.

## Personal Account Management

All users are expected to update their accounts as necessary to reflect current contact information, including telephone number and email address.

To update your account, access the application and log in as described above. Once at the Criminal Readiness Notification System Home page, select one of the options in the ACCOUNT MANAGEMENT drop-down (Change Personal Info, Change Password, or Change Email).

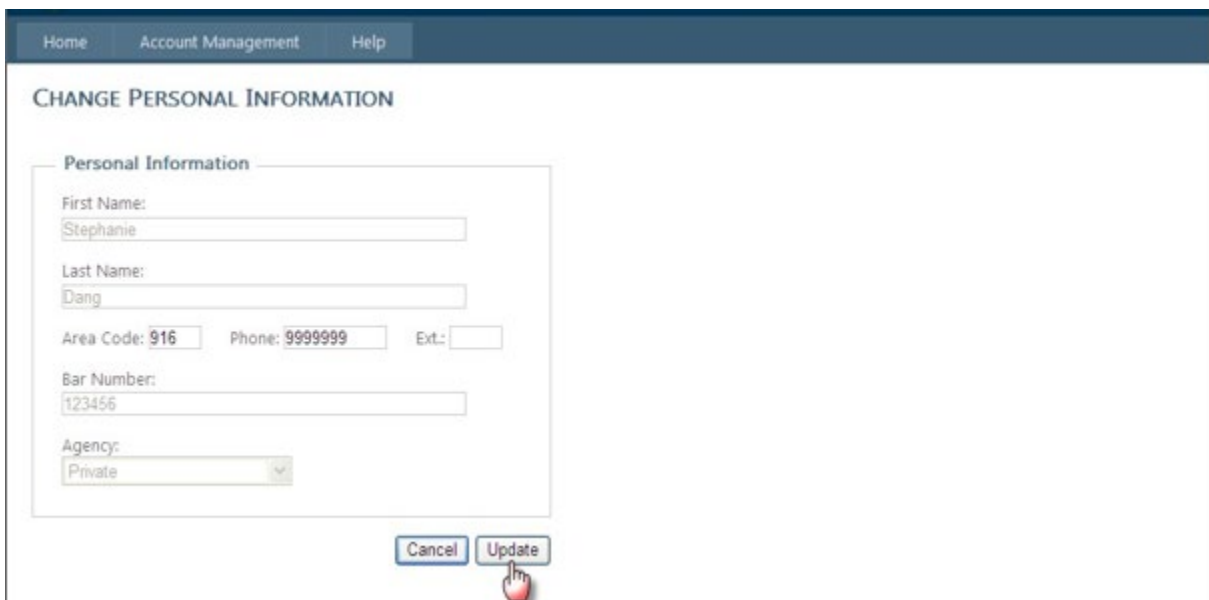


The screenshot shows the top navigation bar with 'Home', 'Account Management', and 'Help' tabs. The 'Account Management' dropdown menu is open, showing three options: 'Change Personal Info', 'Change Password', and 'Change Email'. Below the menu, there is a section titled 'Available Calendars' which contains a table with two columns: 'Calendar Type' and 'Date'. The table has one row: 'Trial Assignments Calendar: Wednesday - Aug 4, 2010'.

| Calendar Type               | Date                    |
|-----------------------------|-------------------------|
| Trial Assignments Calendar: | Wednesday - Aug 4, 2010 |

Access the Change Personal Info page to update a user's phone number. Enter in the new phone number and select the Update button.

Users may only update the phone number on this page. To have any other information updated or modified, email [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov).



The screenshot shows the 'CHANGE PERSONAL INFORMATION' page. It has a navigation bar with 'Home', 'Account Management', and 'Help' tabs. The page title is 'CHANGE PERSONAL INFORMATION'. Below the title is a form titled 'Personal Information' with the following fields: 'First Name:' (Stephanie), 'Last Name:' (Dang), 'Area Code:' (916), 'Phone:' (9999999), 'Ext.:' (empty), 'Bar Number:' (123456), and 'Agency:' (Private). At the bottom of the form are two buttons: 'Cancel' and 'Update'. A mouse cursor is pointing at the 'Update' button.

- **Change Email Address**

Access the Change Email Address page to update a user's email. Enter in the new email address in the spaces provided and select the Change Email button.

Note that a user may verify/confirm the email address on file by reviewing the information at the top of this page.



Home Account Management Help

### CHANGE EMAIL ADDRESS

Your current email address is: dangs@saccourt.ca.gov.

Use the form below to change your email address.

**Change Email Address**

New Email:

Confirm New Email:

Change Email Cancel

- **Change Password**

Access the Change Password page to update a user's login password. Follow the instructions to select a new password and press the CHANGE PASSWORD button. Note that passwords must be at least six (6) characters in length.

Home Account Management Help

### CHANGE PASSWORD

Use the form below to change your password.

New passwords must be 6 or more characters.

**Account Information**

Old Password:

New Password:

Confirm New Password:

Cancel Change Password

After changing a password, the system will automatically send an email alerting the user to the change (sample below).

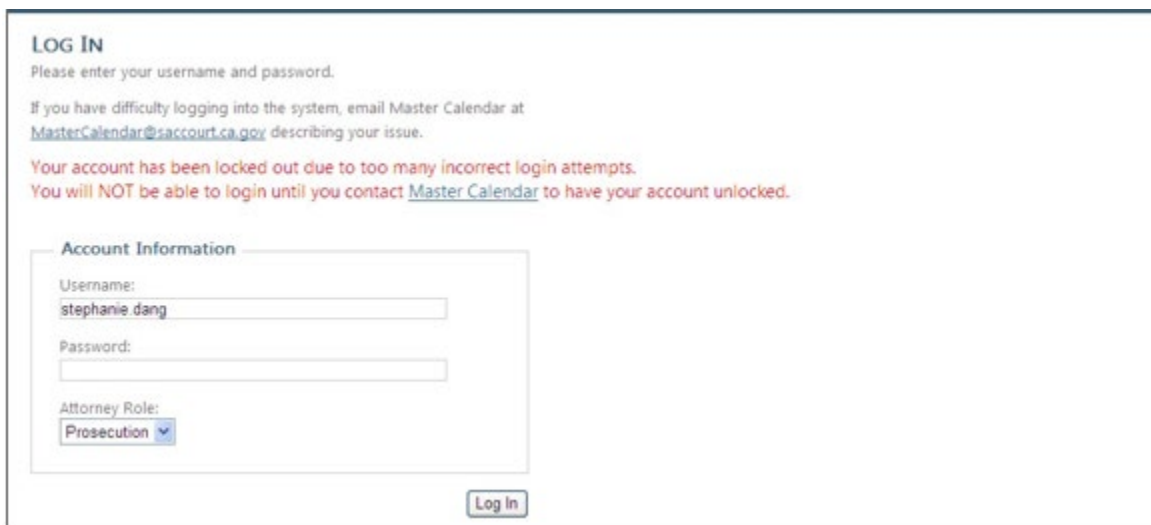
|   |                             |
|---|-----------------------------|
| From: noreply@saccourt.ca.gov   | Sent: Wed 7/28/2010 9:31 AM |
| To: Dang, Stephanie   |                             |
| Cc:   |                             |
| Subject: Notification of Password Change - Criminal Trial Readiness Notification System |                             |

Hello stephanie.dang,

You are receiving this email as notification that the password was recently changed on your account. If you did not make or authorize this change and you can no longer access your account, please [contact the Master Calendar Account Manager](#).

## Account Locked out

After multiple failed attempts to log in, the system will lock users out of the system. Contact [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov) to have an account unlocked.



**LOG IN**  
Please enter your username and password.

If you have difficulty logging into the system, email Master Calendar at [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov) describing your issue.

Your account has been locked out due to too many incorrect login attempts.  
You will NOT be able to login until you contact [Master Calendar](mailto:MasterCalendar@saccourt.ca.gov) to have your account unlocked.

**Account Information**

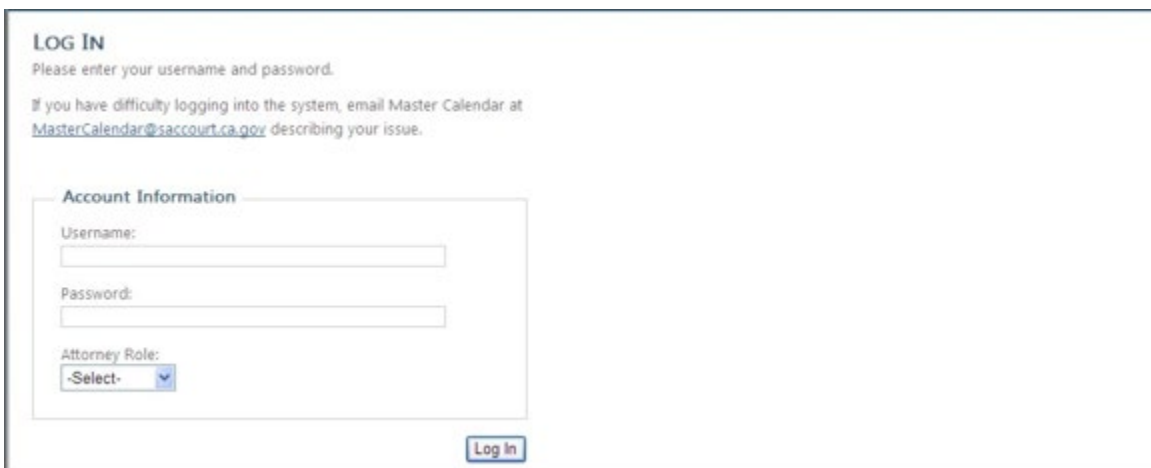
Username:

Password:

Attorney Role:

## Forgotten Password/Username

If you have forgotten your password, you can recover it using the Forgot your password option in the upper right corner of the main login screen.



**LOG IN**  
Please enter your username and password.

If you have difficulty logging into the system, email Master Calendar at [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov) describing your issue.

**Account Information**

Username:

Password:

Attorney Role:

The system will ask for your username. Enter your name and press the Recover Password button.



**FORGOT YOUR PASSWORD?**  
Enter your User Name to receive your password by email.

**Password Recovery**

User Name:



The screen will refresh to display a message that an email has been sent to the email address on record with your password information.

Your password has been sent to the email address on your account. Return to the [Log In](#) page.

If you have forgotten your username, please email [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov).