



A written review of your case is prepared by a Probate File Examiner 10 to 12 days prior to your upcoming hearing. We have provided you with information on how to check for probate notes, what you will find in those notes, and how to respond to your notes.

**At least 5 court days** before your hearing date, you will need to file a response to the **probate calendar notes**.



To access your **probate calendar notes**, you will need to have an account on the public portal. *Scan the QR Code or visit the web address to set up or access your account:*

[prod-portal-sacramento-ca.journaltech.com/public-portal/?q=user/register](http://prod-portal-sacramento-ca.journaltech.com/public-portal/?q=user/register)



## Documents in this Packet

### REQUIRED COURT FORM:

- PR-E-LP-022 — Response to Calendar Notes

### OPTIONAL COURT FORM:

- PR/E-LP-010 — Declaration of Diligent Search and Request to Dispense with Notice

## Probate Notes



## CLEAR PROBATE CALENDAR NOTES

1

### Download Your Probate Notes

Probate calendar notes can be accessed through the Public Portal. If you have not created an account, please see the included handout. Once you have downloaded your probate calendar notes, review them for deficiencies that need to be addressed before your hearing.

2

### Complete the Required Forms

For each needed item, you must let the court know what you have done or if documents have been filed. You can use local form **Response to Calendar Notes (PR/E-LP-022)** to respond to the court.

3

### File Your Response

When your Response to Probate Calendar Notes is finished, you will need to file it with the court **at least 5 Court days** before your hearing. You can file your documents in person at the courthouse or via e-filing. There is no fee to file your response.

### Understanding Your Probate Notes

The Probate Calendar Notes contain an informational brief summary of the case, including the names of the parties involved, the reason for the hearing, and any deficiencies (errors or missing items). Some common deficiencies are missing proof of services, incomplete proposed orders, missing proposed orders, errors in the petition that need to be addressed, etc.

The following is an explanation of the sections you will find when you review the calendar notes.

**Recommendation:** The Probate File Examiner will make a recommendation to the judicial officer for the hearing. They will advise the court if the case should be continued to allow you to correct any mistakes or to file the missing paperwork.

**Requests:** This section contains a short explanation of what the Petition for Guardianship is asking the court to make orders on. This section may also contain information on prior petitions or hearings associated with the parties or case.

**Deficiencies:** Items that are missing from your case file or errors on case documents will be detailed here. The Probate File Examiner will identify the item that is needed and provide some guidance on what needs to be corrected or completed to resolve the deficiency.

**Questions:** If the Probate File Examiner has any questions that need clarification, it will appear here.

**Proposed Order:** When you filed your Petition, you should have also filed a proposed order. The file examiner will let the court know if you have provided a proposed order in this section.

#### SUPERIOR COURT OF CALIFORNIA COUNTY OF SACRAMENTO

24PR09999: GUARDIANSHIP OF: Susan R. Sample  
Probate Notes for 03/15/2024 General Guardianship in Department 129

#### PETITION FOR GUARDIANSHIP OF THE PERSON (filed 11/20/2023)

Petitioner/Proposed Guardian: Sharon R. Sample (Grandmother)  
In Pro Per

Minor: SUSAN RENEE SAMPLE

Objector: SALLY SAMPLE (mother)  
Objection filed 02/21/2024; no proof of service filed

**Relatives:**  
Mother: SALLY SAMPLE (appeared)  
Father: STEVEN R. SAMPLE (deceased)  
Mat. Grandmother: SHARON R. SAMPLE  
Mat. Grandfather: SIMON SAMPLE  
Pat. Grandmother: deceased  
Pat. Grandfather: deceased

**Recommendation**  
Judicial Review required.

**Requests**  
Petitioner SHARON R. SAMPLE (grandmother) requests that the court grant a guardianship of the person over SUSAN RENEE SAMPLE.

Per Petition, Minor currently resides with SHARON R. SAMPLE (grandmother).

**Deficiencies**  
NEEDED: A 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) with a copy of Petition at least 15 days prior to the date for hearing is needed for the following persons: MATERNAL GRANDFATHER.

NEEDED: Child Information Attachment to Probate Guardianship Petition (GC-210(CA)) is incomplete. Petitioner must complete sections: 5

**Questions**  
No questions.

**Proposed Order**  
A proposed order has been submitted for review.

Updated by J. Court 03/01/2024

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 or visiting them in person during their scheduled lobby hours, Monday through Thursday, 8:30 am to 4:00 pm and Friday, 8:30 am to 12:00 pm.

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

CASE NUMBER:

DATE:	TIME:	DEPT:
-------	-------	-------

1 1<sup>st</sup> Calendar Note:

2

3

4

5

6 Response:

7

8

9

10

11

12

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)

<b>SHORT TITLE:</b>	<b>CASE NUMBER:</b>
---------------------	---------------------

13 2<sup>nd</sup> Calendar Note:

14

15

16

17 Response:

18

19

20

21 3<sup>rd</sup> Calendar Note:

22

23

24

25 Response:

26

27

28

29 4<sup>th</sup> Calendar Note:

30

31

32

33 Response:

34

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)

<b>SHORT TITLE:</b>	<b>CASE NUMBER:</b>
---------------------	---------------------

36 5th Calendar Note:

37

38

39

40 Response:

41

42

43

44 6th Calendar Note:

45

46

47

48 Response:

49

50

51

52 7th Calendar Note:

53

54

55

56 Response:

57

58

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)

ATTORNEY OR <u>PARTY WITHOUT ATTORNEY</u> (Name and Address):	Telephone No.	FOR COURT USE ONLY
	FAX No:	
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO Street Address: 3341 Power Inn Road Mailing Address: 3341 Power Inn Road City and Zip Code: Sacramento, CA 95826 BRANCH NAME: WM RIDGEWAY FAMILY RELATIONS COURTHOUSE		
<input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP <input type="checkbox"/> ESTATE OF: (NAME):		Case Number:
<b>DECLARATION OF DILIGENT SEARCH AND REQUEST TO DISPENSE WITH NOTICE</b>		Hearing Date:

Name of the person I need to give notice to is: \_\_\_\_\_

The last known address for this person is: \_\_\_\_\_

The approximate date when the person named above was last known to reside there was: \_\_\_\_\_

☐ Guardianship only: The relationship between this person and the child(ren) in this case is: \_\_\_\_\_

☐ Conservatorship only: The relationship between this person and the conservatee is: \_\_\_\_\_

☐ Estate only: The relationship between this person and the decedent is: \_\_\_\_\_

My attempts to locate include the following:

1. I contacted the following relatives of the person named above:

_____ Name and Relationship to Person Named Above	_____ Address and Telephone Number
--	---------------------------------------

_____ Name and Relationship to Person Named Above	_____ Address and Telephone Number
--	---------------------------------------

_____ Name and Relationship to Person Named Above	_____ Address and Telephone Number
--	---------------------------------------

Results of interview and additional information received:

2. I contacted the following friends and acquaintances of the person named above:

_____ Name and Relationship to Person Named Above	_____ Address and Telephone Number
--	---------------------------------------

_____ Name and Relationship to Person Named Above	_____ Address and Telephone Number
--	---------------------------------------

_____ Name and Relationship to Person Named Above	_____ Address and Telephone Number
--	---------------------------------------

Results of interview and additional information received:

3. I contacted the following employers of the person named above:

_____ Name and Title	_____ Business Name, Address and Telephone Number	_____ Dates of Employment
_____	_____	_____

Case Name:	Case Number:
------------	--------------

Results of interview and additional information received:

4. I reviewed the city telephone directories of \_\_\_\_\_ and contacted directory assistance on \_\_\_\_\_.

D \_\_\_\_\_

a

Results/additional information received:

e

5. I searched the real and personal property indexes in the Recorder's and Assessor's Offices of \_\_\_\_\_ County on \_\_\_\_\_.

County Name

Date

Results/additional information received:

6. I conducted an Internet search on \_\_\_\_\_, on \_\_\_\_\_.

Location

Date

Results/additional information received:

7. I contacted the applicable criminal justice agency (such as California Department of Corrections Locator Service at (916) 445-6713), on \_\_\_\_\_.

Date

Results/additional information received:

8. Other relevant information:

Despite my diligent efforts, I have not been able to find \_\_\_\_\_ and therefore ask the

Court permission to dispense with notice to \_\_\_\_\_

I declare under penalty of perjury, under the laws of the State of California, the foregoing is true and correct.

Dated: \_\_\_\_\_

Signature

Print Name: \_\_\_\_\_