

## INSTRUCTIONS FOR REQUEST TO CALENDAR

The Request to Calendar process is made available by the Trinity Superior Court as a convenience to Attorneys, Parties, the Probation Department, and CPS. The process is designed to provide a simple, uniform process for placing a matter on calendar in special circumstances. **The shortest calendaring allowed through the Request to Calendar process is for a hearing to be set on the second court day after the process is complete.** e.g. complete the process on Thursday to set hearing on Monday. The steps of the Request to Calendar process are:

1. ***If*** the proposed calendaring would ***not*** be at a regularly scheduled time for the Court (e.g. regularly scheduled Preliminary Hearing day, Family Court day etc.), obtain a tentative time and date from Court Services (623-1208) or the Court Operations Manager.
2. Contact all attorneys/parties who have a right to appear in the case.
3. Complete Section I of the Request to Calendar form and present it to Court Services or the Court Operations Manager. Any foreseeable problem with in-custody transportation should be dealt with at this step.
4. Personally serve copies of the Request to Calendar form on all parties/attorneys, complete Section II of the form after serving the parties, and return the original of the form to Court Services. Serve the jail a copy for in-custody matters.

After these steps have been completed, the case will be calendared for a hearing. The calendaring will be at the time and for the purpose stated on the form. So long as the original form is turned in to Court Services by 5:00 p.m. on the second court day before the proposed hearing, the case will be calendared and called.

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TRINITY

REQUEST TO CALENDAR

\_\_\_\_\_, CASE No: \_\_\_\_\_  
Petitioner/Plaintiff (Additional Cases require their own request)  
vs.  
(In the Matter Of:)

\_\_\_\_\_, RELATED CASE No's: \_\_\_\_\_  
Respondent/Defendant/Minor

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**SECTION 1**

REQUESTED BY: \_\_\_\_\_ REPRESENTING: \_\_\_\_\_

REQUESTED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ a.m./p.m. DEPARTMENT: \_\_\_\_\_

PURPOSE OF  
HEARING: \_\_\_\_\_

DEFENDANTS CUSTODY STATUS: Please circle one: **IN-CUSTODY / OR / WARRANT STATUS**

I have notified the following parties/attornies:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ a.m./p.m.

(Authorized Court Representative)

**After approval is received from an authorized Court Representative proceed to section 2.**

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**SECTION 2**

**I personally served a copy of the approved Request to Calendar to the following:**

District Attorney:	_____	____/____/____	at _____ a.m./p.m.
Probation Department:	_____	____/____/____	at _____ a.m./p.m.
CPS:	_____	____/____/____	at _____ a.m./p.m.
Attorney:	_____	____/____/____	at _____ a.m./p.m.
Attorney:	_____	____/____/____	at _____ a.m./p.m.
Marshall:	_____	____/____/____	at _____ a.m./p.m.
Jail:	_____	____/____/____	at _____ a.m./p.m.

(If the hearing involves a person in-custody, this form must be personally served on a jail staff person)

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ a.m./p.m.

For Court Staff Only Calendared by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_