

INSTRUCTIONS FOR REQUEST TO CALENDAR

The Request to Calendar process is made available by the Trinity County Courts as a convenience to Attorney's, 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. It is to be used only when parties consent to the proposed calendaring.

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 the Court Supervisor (623-8344) or, in her absence, the Court Secretary (623-1369).
2. Contact all attorneys/parties who have a right to appear in the case and obtain their consent to the proposed calendaring.
3. Complete Section I of the Request to Calendar form and present it to the Court Supervisor or, in her absence, the Court Secretary. 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, and return the original of the form to Court Services.

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

_____,
Petitioner/Plaintiff

REQUEST TO CALENDAR

vs.
(in the Matter of)

CASE No: _____
(Instructions for use are in reverse side of form)

_____,
Respondent/Defendant/Minor

Related Case No's: _____

SECTION I

REQUESTED BY: _____ REPRESENTING: _____

REQUESTED DATE: ____/____/____ TIME: _____ am/pm DEPARTMENT: _____

PURPOSE OF HEARING: _____

DEFENDANT'S CUSTODY STATUS: Please circle one: **IN-CUSTODY / OR / WARRANT**

I have obtained the verbal consent of the proposed calendaring from each of the following attorneys/parties:

_____/_____/_____/_____/_____/_____

SIGNATURE OF REQUESTOR: _____ DATE: ____/____/____

APPROVED BY: _____ DATE: ____/____/____ TIME: _____ am/pm
(Authorized Court Representative)

SECTION II

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

	<u>Person Served</u>	<u>Date and Time Served</u>
District Attorney:	_____	____/____/____ at _____ am/pm
Probation Department:	_____	____/____/____ at _____ am/pm
Attorney _____:	_____	____/____/____ at _____ am/pm
Attorney _____:	_____	____/____/____ at _____ am/pm
Attorney _____:	_____	____/____/____ at _____ am/pm
CPS:	_____	____/____/____ at _____ am/pm
Marshal:	_____	____/____/____ at _____ am/pm
Jail:	_____	____/____/____ at _____ am/pm

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

SIGNATURE OF REQUESTOR: _____ DATE: ____/____/____ TIME: _____ am/pm

For Court Staff Use Only:
Calendared by: _____ Date: ____/____/____