



How to Access Probate Notes

Starting October 28, 2022, Probate Notes will be available through the Court Access Portal (CAP) for hearings scheduled November 15, 2022 and later. Probate Notes for hearings scheduled prior to November 15, 2022 will be found on the Probate Notes page at sb-court.org/divisions/probate/probate-notes. **Notes are available two weeks prior to your hearing and for 7 days after the hearing, so print or save your notes for future reference.**

STEP 1: USE THIS QR CODE TO ACCESS CAP



OR

GO TO THE COURT ACCESS PORTAL ON THE WEB

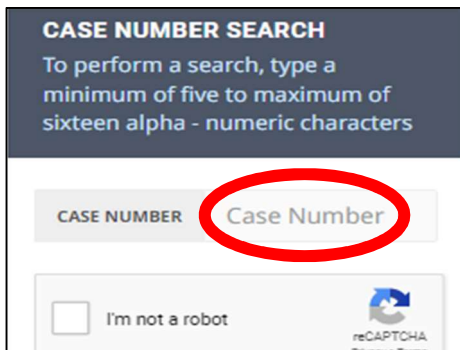


Go to sb-court.org, then click the button labeled "Access Court Case Information" to be redirected to the Court Access Portal (CAP). Next, Scroll to the bottom of the page and make sure you accept the terms of use.



STEP 2: SEARCH BY CASE NUMBER

Click Search near the top of the page to go to the search page. On the search page, use the first box to search using your case number. Your case number will start with letters followed by numbers (ex: PROPS2200279). You can search this way without registering in CAP.



STEP 3: CLICK DOCUMENTS TAB

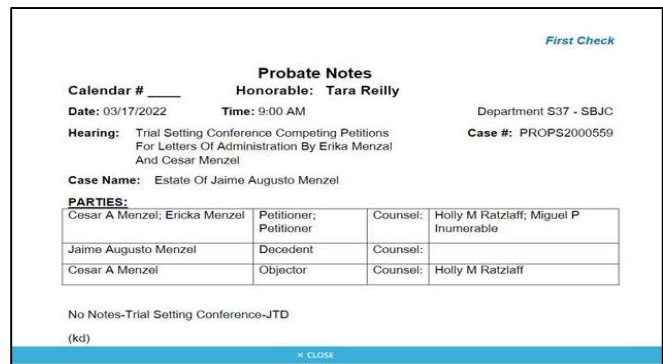


STEP 4: CLICK ON DOCUMENT ICON

The icon is located on the far right side of the screen.

| Type | Name | Effective Date | Page Count | View |
|------------------------------------|---------------------------------|----------------|------------|------|
| * Public * | Notice of Proposed Action Filed | 4/19/2022 | 4 | 📄 |
| * Public * | Notice of Proposed Action Filed | 3/19/2022 | 4 | 📄 |
| Probate Examiner Notes - 1st Check | | 2/22/2022 | 1 | 📄 |
| * Public * | Notice of Proposed Action Filed | 2/15/2022 | 4 | 📄 |
| Probate Examiner Notes - 1st Check | | 12/23/2021 | 1 | 📄 |
| Probate Examiner Notes - 1st Check | | 9/29/2021 | 1 | 📄 |
| Probate Examiner Notes - 1st Check | | 9/29/2021 | 2 | 📄 |

STEP 5: DOWNLOAD AND SAVE PROBATE NOTES



WHAT ARE PROBATE NOTES? This document will tell you if there is anything you need to do to prepare for your upcoming hearing. If you do not complete the missing items, you will have to come back to court for another hearing. **Notes are available for 7 days after the hearing, so print and/or save your notes.**