

# **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.

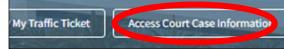
### STEP 1: USE THIS QR CODE TO ACCESS CAP



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

> CASE NUMBER SEARCH To perform a search, type a minimum of five to maximum of sixteen alpha - numeric characters

## 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 3: CLICK DOCUMENTS TAB**

CO Super	ior Court of Ca	CCESS ifornia, County	of San Bernardin	no	
HOME Q S	EARCH 🗔 (	CALENDARS	🗾 FAQ/INSTRU	CTIONAL VIDEOS	
PROPS	2000	559			
ESTATE O	F JAIME	AUGUST	0 MENZEL		
CASE INFO	PARTIES	EVENTS	HEARINGS	DOCUMENTS	FINANCIALS
Case Inform	nation				
Case Numbe Filing Date: 8 Case Status: Court Locatio	etition for Lette r: PROPS20005 8/20/2020 Under Court Si on: San Bernar er: Tara Reilly	59 upervision	ration		

#### **STEP 4: CLICK ON DOCUMENT ICON**

I'm not a robot

CASE NUMBER

**STEP 2: SEARCH BY CASE NUMBER** 

this way without registering in CAP.

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

Case Numbe

ISE INFO PARTIES EVENTS	HEARINGS DOCUMENTS FINANCIALS			
CUMENTS				
ihow All v entries			Filter: pro	
Туре	Name	Effective Date	Page Count	View
* Public *	Notice of Proposed Action Filed	4/19/2022	4	Ð
* Public *	Notice of Proposed Action Filed	3/19/2022	4	
Probate Examiner Notes - 1st Check		2/22/2022	1	Ð
* Public *	Notice of Proposed Action Filed	2/15/2022	4	-
Probate Examiner Notes - 1st Check		12/23/2021	1	Ð
Probate Examiner Notes - 1st Check		9/20/2021	1	Ð

## STEP 5: DOWNLOAD AND SAVE PROBATE NOTES

Calendar #		Tobute	Notes	
Calendar #	Hon	norable:	Tara Reilly	
Date: 03/17/2022	Time: 9	9:00 AM		Department S37 - SBJ
Hearing: Trial Setti For Letter	ting Conference			Case #: PROPS200055
And Cesa Case Name: Estate PARTIES:	ar Menzel e Of Jaime Au	ugusto Mer	nzel	
And Cesa Case Name: Estate	ar Menzel e Of Jaime Au cka Menzel   F			Holly M Ratzlaff; Miguel P Inumerable
And Cesa Case Name: Estate PARTIES:	ar Menzel e Of Jaime Au cka Menzel F	ugusto Mer Petitioner;	nzel	Inumerable

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.