



# NOTICE TO ATTORNEYS

Los Angeles Superior Court  
Public Information Office  
Website: [www.LACourt.org](http://www.LACourt.org)  
E-mail: PublicInfo@LACourt.org

May 5, 2016

## LASC TO REQUIRE PROBATE DIVISION SUBSEQUENT DOCUMENT FILING COVERSHEET

**Effective May 2, 2016**, all documents filed in a case already established with the Los Angeles Superior Court Probate Division must be filed with the designated Probate Division Subsequent Document Filing Coversheet (PRO 037).

**Also effective May 2, 2016**, the Probate Case Coversheet – Certificate of Grounds for Assignment to District (PRO 010) is revised and must be filed with documents initiating a case with the Probate Division. Both forms are posted on the Court's website [www.lacourt.org](http://www.lacourt.org) under the Probate Division.

Please see exemplars attached.

TITLE OF CASE	CASE NUMBER
---------------	-------------

**PROBATE CASE COVERSHEET AND  
CERTIFICATE OF GROUNDS FOR ASSIGNMENT TO DISTRICT**

**This form is required for all new probate cases filed in the Los Angeles Superior Court.**

**Step 1:** In the "Type of Action" column below, select one type of action that best describes the nature of this case by checking a box.

**Step 2:** Across from the "Type of Action" you selected, place an "X" in the column that corresponds to the reason for your choice of district. Note that you may only select from the boxes that are not shaded.

TYPE OF ACTION (check one) ▼	District where one or more parties resides	District where proposed conservatee, person w/o capacity or minor resides nor or proposed conservatee resides	District where petitioner resides	District where decedent resided	Decedent, conservatee or minor not CA resident but property is in district	Principal place of trust administration (Probate Code § 17002)	Other statutory authority (list statute) Or may be filed in Central Dist. per LASC Rule 2.3(b)
<b>Decedent Estates</b>							
<input type="checkbox"/> Petition - Letters of Administration (Initial) [3069]							
<input type="checkbox"/> Petition - Probate of Will (Initial) [3075]							
<input type="checkbox"/> Petition - Letters of Special Admin w/Gen Powers (Initial) [3070]							
<input type="checkbox"/> Petition - Letters of Special Admin w/o Gen Powers (Initial) [3071]							
<input type="checkbox"/> Petition/Affidavit - Real Property of Small Value - 13200 PR Code [3001]							
<input type="checkbox"/> Spousal/Domestic Partner Property Petition (Initial) [3179]							
<input type="checkbox"/> Petition - Determine Succession to Real Prop (Initial) [3301]							
<input type="checkbox"/> Petition - Summary Probate (Public Administrator) [3081]							
<input type="checkbox"/> Petition to Set Aside Small Estate (Probate Code § 6602) [3292]							
<b>Conservatorship</b>							
<input type="checkbox"/> Petition - Appoint Conservator of Person Only (Initial) [3047]							
<input type="checkbox"/> Petition - Appoint Conservator of Estate (Initial) [3046]							
<input type="checkbox"/> Petition - Appoint Conservator Estate Nom/Ap (Initial) [3303]							
<input type="checkbox"/> Petition - Appoint Conservator of P&E (Initial) [3048]							
<input type="checkbox"/> Petition - Appoint Ltd Conservator Person/P&E (Initial) [3198]							
<b>Guardianship</b>							
<input type="checkbox"/> Petition - Appoint Guardian of Person Only (Initial) [3051]							
<input type="checkbox"/> Petition - Appoint Guardian of Estate (Initial) [3049]							
<input type="checkbox"/> Petition - Appoint Guardian of Person & Estate (Initial) [3050]							
<b>Trust</b>							
<input type="checkbox"/> Petition - Trust/Pursuant Prob Code Sec 17200 (Initial) [3076]							
<input type="checkbox"/> Petition - Acctg or Order in Crt Created Trust (Initial) [3297]							
<input type="checkbox"/> Accounting - Trust (initial) [3229]							

**Probate Case Cover Sheet – Certificate of Grounds for Assignment to District**

TYPE OF ACTION (check one)	District where one or more parties resides	District where proposed conservatee, person w/o capacity or minor resides nor or proposed conservatee resides	District where petitioner resides	District where decedent resided	Decedent, conservatee or minor not CA resident but property is in district	Principal place of trust administration (Probate Code § 17002)	Other statutory authority (if statute) Or may be filed in Central Dist. per LASC Rule 2.3(b)
<b>Minor's Compromise</b>							
<input type="checkbox"/> Petition - Approve Minor's Compromise [3058]							
<input type="checkbox"/> Petition - Approve Minor's Compromise (Expedited) [3154]							
<b>Other Probate Matters</b>							
<input type="checkbox"/> Petition – Establish Fact of Birth [3065], Death [3066], or Marriage [3067]							
<input type="checkbox"/> Other Probate matter (specify): _____							
<input type="checkbox"/> Petition – Transaction Where Spouse Lacks Capacity [3082]							
<input type="checkbox"/> Petition - Authority to Give Medical Consent w/o Conservatorship [3059]							

**Step 3:** Select the appropriate district:

- Central     North (Antelope Valley)

The undersigned hereby certifies that the above entitled matter is properly filed for assignment to the \_\_\_\_\_ District of the Los Angeles Superior Court pursuant to the California Probate Code and Rule 2.3 of this court for the reason checked above. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was executed on \_\_\_\_\_.

(Date)

\_\_\_\_\_  
(Signature of Attorney or Self-Represented Party)

Email Address: \_\_\_\_\_

**Step 4:** Does any party or subject of this petition, who will be appearing at the hearing, require an interpreter?

- Yes         No

If yes, what language? \_\_\_\_\_

**Step 5:** The following information is required for the proposed conservatee, ward, trustor or decedent. Please check the appropriate box for the subject of this case:

Conservatee                       Trustor                       Other  
 Ward (minor in a guardianship case)                       Decedent

First Name	Last Name	Middle Name	Suffix
A.K.A(s)			
Home address:			
Street		Apt./Suite/Unit #	
City		State	Zip Code
Mailing Address : <input type="checkbox"/> same as above			
Street		Apt./Suite/Unit #	
City		State	Zip Code
<b>IDENTIFICATION</b>			
Driver's License / State ID (if applicable) (last four digits only)  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Social Security (if applicable) (last four digits only)  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
State			
Gender:  <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-gender specific		Date of Birth:  ____/____/____ mm    dd    yyyy	

**Probate Case Cover Sheet – Certificate of Grounds for Assignment to District**

## PROBATE SUBSEQUENT DOCUMENT FILING COVERSHEET

A separate Probate Subsequent Document Filing Coversheet is required when you file any document in an existing case, including documents in support of or in opposition to a petition, motion or order that is being considered by the court. The following information is required:

1. CASE TITLE:	CASE NUMBER:
----------------	--------------

2. Title of the Petition, Motion or Order: <i>(The title of the petition or motion that is already set for hearing, or order that is being considered by the court that this document supports or opposes)</i>	3. Filing Date (if known): <i>(The filing date of the petition, motion or order that is listed in item 2)</i>
4. Filing party of above Petition, Motion or Order: <i>(The name of the party who filed the petition, motion or order listed in item 2)</i>	5. Date of Hearing (if applicable): <i>(The hearing date of the petition, motion or order listed in item 2)</i>
6. Do any of the parties appearing at the hearing require an Interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Language:

8. Titles of the documents you are submitting today: