

## CLEARING PROBATE NOTES - INSTRUCTIONS

Probate Notes: The court may have questions about, or you may need to correct, the forms you filed. These questions are commonly referred to in the probate court as "Probate Notes". You may respond to those questions before the hearing by filing a "Supplement to Clear Probate Notes."

**Probate Notes are usually available on-line 5 days before a hearing. To check and respond to Probate Notes you may do the following:**

1. Go to [www.lasuperiorcourt.org](http://www.lasuperiorcourt.org)
2. Click on Probate Notes.
3. Type in your case number – Usually two letters and 6 digits.
4. Review Notes under "MATTERS TO CLEAR".
5. Complete Supplement to Clear Probate Notes by answering or responding to each note. (See Attached Example Format.)
6. Once you have completed the Supplement to Clear Notes, complete a Notice of Hearing (Form DE-120):
  - A. Make 2 copies of all forms and file the originals & copies in Room 429.
7. All heirs and persons requesting special notice must receive a copy of the Notice of Hearing and Supplement to Clear Notes before the hearing date.

**If Probate Notes are not available on the Court's Website before the hearing date, you can get a copy at the hearing.**

**Central Probate Notes are generally updated at the following times:**

**Monday through Friday:**

9:10 a.m., 10:10 a.m., 11:10 a.m., 12:10 p.m., 1:10 p.m., 2:10 p.m., 3:10 p.m., 4:10 p.m.,  
5:10 p.m., and 6:10 p.m.

**Saturday and Sunday: 6:10 p.m. only**

**NOTE:** The clearing period is not expanded as a result of Internet access to calendar notes. Supplements and other documents to be filed to clear the Probate Notes must be filed no later than 3:30 p.m. of the second court day preceding the hearing date pursuant to Los Angeles County Local Rule 4.4(b).