

## **REQUEST TO CALENDAR INFORMATION**

### Criminal/Traffic Division

This packet is for defendants that want to place their matter on calendar and do not have legal representation.

**\*\*Declaration:** (Form # MC-030)

You must declare why you are placing the matter on calendar or if you are requesting a warrant to be recalled, please state the reason. Be aware that your warrant will remain active and until your scheduled court date.

**Proof of Service:** (Form #MCR-105-local)

- The District Attorney must be served with the Request to Calendar form and the Declaration, either personally or by mail, unless their appearance is waived.
- This document is signed under penalty of perjury and states that service was completed on the other party.
- File the Proof of Service form with the court along with the Request to Calendar and the Declaration.

**Calendar date:**

Your matter will not be heard any sooner than 5 calendar days from your date of request and no later than 30 days.

**If you are incarcerated:**

It must be approved by a Judge before your matter is placed on the court calendar.

**\*\*Declaration defined:** A sworn statement that is used as evidence in court. The statement supports or established a fact. The person that makes the declaration certifies or declares under penalty of perjury that the statement is true and correct. The person that makes the declaration is called the “declarant”. The declarant must also say where the declaration was signed or that it was made under the laws of the State of California.