



SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONTEREY
240 Church Street • Salinas, California • 93901 • (831) 775-5400

MEMORANDUM

DATE: _____

TO: SUPERIOR COURT OF CALIFORNIA

RE: REQUEST TO BE SET FOR A COURT APPEARANCE

FROM: _____

Please provide the following information when filling out this form:

Case Name: _____

Case Number: _____

Telephone/Cell Number: _____

Requested Appearance Date: _____

Reason for Appearance: _____

Please call the Superior Court's Office for the date and times to set yourself up for court and insert this information in the Requested Appearance Date area above. Please notify the Court 48 hours in advance of the requested court appearance date.

Once this form has been completed please fax it to the Court Division in which you have requested to be set up for court to the following fax numbers:

Salinas Division: (831) 775-5497

King City Division: (831) 386-5299

After you have sent in your request it is your responsibility to call the day before your requested appearance date to verify you have been placed on calendar or go to our public website at www.monterey.courts.ca.gov

If you have a lawyer please contact him or her to set your court appearance. Also, if there is a warrant for your arrest it will remain outstanding until you appear in court. If you failed to appear for your court appearance where a bail bond was posted and it resulted in your bail bond being forfeited please contact your bail agent to have yourself placed back on calendar as there may be associated fees regarding the forfeited bond.

The mission of the Court is to dispense justice in all matters within its jurisdiction in an impartial manner and in accordance with the law.