

**Request to Calendar  
Criminal/Traffic**

**R1**

**FORMS INCLUDED IN THIS PACKET:**

- |                  |                                 |
|------------------|---------------------------------|
| 1. MCR-104-local | Request to Calendar Information |
| 2. MCR-103-local | Request to Calendar Case        |
| 3. MC-030        | Declaration                     |
| 4. MCR-105-local | Proof of Service                |

Additional forms can be obtained from the Superior Court Clerk's Office, the Self-Help Legal Access Center in the Ukiah courthouse, the Court's website, or at [www.courts.ca.gov](http://www.courts.ca.gov).

**INSTRUCTIONS:**

All paperwork must be **typed or printed neatly (legibly) in black ink.**

**Prepare one (1) original and two (2) copies of all forms** for filing with the Clerk's Office.

**Important:** If you have an active Bench Warrant, your warrant will remain in active until your appearance in court.

---

**Court Clerk's Office Hours of Operation: 8:30am-3:00pm Monday-Friday**

Ukiah: 100 North State Street, Room 107 Ukiah, CA 95482 (707) 463-4661  
Ten Mile: 700 South Franklin Street, Room 144 Fort Bragg, CA 95437 (707) 964-3192

[www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov)