

Guardianship of the Person



Self-Prep & File

Go to <https://www.sanmateo.courts.ca.gov/ogf> for a program that helps you fill out your forms.
Or find individual forms at <https://selfhelp.courts.ca.gov/find-forms?query=guardianship>

Step 1:

FILL OUT YOUR FORMS

You will need to fill out each of the following forms:

- [GC-210\(P\)](#): Petition for Appointment of Guardian
- [GC-210\(CA\)](#): Guardianship Petition—Child Information Attachment (a separate GC-210(CA) for each child)
- [FL-105/GC-120](#): Declaration about children
- [GC-020](#): Notice of Hearing—Guardianship or Conservatorship
- [GC-211](#): Consent of Proposed Guardian(s)
 - The proposed guardian consents to being a guardian
 - A parent or current guardian may nominate the proposed guardian
 - Parents, guardians, and other relatives may give consent to the proposed guardianship and say that they don't need to be told anything more about the case (they are "waiving notice").
- [GC-212](#): Confidential Guardian Screening Document (each proposed guardian must fill out a separate GC-212)
- [GC-248](#): Duties of Guardian
- [Local Form PR-02](#): Notification to Court of Address
- [Local Form PR-18](#): Confidential Guardianship Declaration

ALSO PREPARE FORMS THE COURT WILL USE BY FILLING OUT THE TOP PART OF:

- [GC-240](#): Order Appointing a Guardian
- [GC-250](#): Letters of Guardianship

IF THE CHILD HAS LITTLE TO NO INCOME OR IS ON PUBLIC ASSISTANCE, ASK THE COURT TO WAIVE THE FEES.

Fill out one for each child:

- [FW-001-GC](#): Request for Fee Waiver
- [FW-003-GC](#): Order on Waiver



WHAT INFORMATION WILL YOU NEED?

Information about each child:

- Full legal name
- Full legal name
- Date of birth
- Current legal guardian
- Parents
- Current address, and where the child has lived for the last 5 years
- Whether the child is Native American
- Whether the child is receiving government benefits, like Medi-Cal

Information about each child's relatives:

Who are they, where do they live, and how could you get in touch with them? Which ones can't you get in touch with, and why not?

- Father
- Mother
- Current legal guardian
- Grandfather (Father's father)
- Grandmother (Father's mother)
- Grandfather (Mother's father)
- Grandmother (Mother's mother)
- Siblings, including steps & halves + dates of birth

Step 2:

MAKE COPIES



Make at least 3 copies of each form. You may need to make more later.

Step 3:

FILE THE PAPERS AT THE COURTHOUSE



The clerk will take your papers, stamp them, and return some copies to you. The clerk will also write a hearing date on the GC-020.

Step 4:

GIVE NOTICE OF YOUR PETITION - This is called "Service"



The child's parents, grandparents, and siblings (and maybe other people) have a right to be notified (to get "notice"), so they must get copies of your papers. Some agencies have to get notice too. Each person with the right to get notice must get a copy of the GC-210: Petition (with the attached pages) and the GC-020: Notice of Hearing, **unless**:

- you got permission not to serve someone by asking to dispense with notice (you can use the [template here](#)) and having the judge sign the form [GC-021](#), OR
- the person agreed to the guardianship and waived notice on GC-211.

WHAT IS SERVICE? HOW DO I GET IT DONE? WHO HAS TO BE SERVED IN PERSON, and WHO CAN BE SERVED BY MAIL?

- [GC-510](#): What is "Proof of Service" in a Guardianship?

This form explains service in guardianship cases. It explains who must be served in person and who can be served by mail.

Service: To serve someone legally means that someone over 18—not you—must serve the papers. For personal service, have someone give the papers in person. For service by mail, have someone else mail the papers.

Service by mail: Some of the people related to the case can be served by mail. Someone over 18—not you—must put them in the mail.

Step 5:

FILE PROOF OF SERVICE AT THE COURTHOUSE

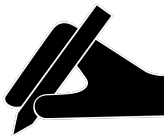


The court needs proof that the necessary people were served. Whoever served the papers—not you—must fill out forms saying that service was completed. You can help your server out by filling out the beginnings of these forms:

- [GC-020\(P\)](#): Proof of Personal Service of Notice of Hearing
- [GC-020](#): Notice of Hearing: This form includes a *PROOF OF SERVICE BY MAIL* on the second page; the person who mailed the documents must complete this section.

Step 6:

GET EVERYONE WHO AGREES TO SIGN A CONSENT AND WAIVER



Get all relatives who agree that you can be the guardian, and who don't want to get notices about future hearings, to sign a GC-211: Consent to Appointment.

Step 7:

TALK TO THE COURT INVESTIGATOR



The investigator will set up a formal home study. They will interview you, the children, and other relatives. They will also visit your home.

Step 8:

GO TO THE HEARING *and then* FILE PAPERS WITH THE CLERK



After the judge decides and signs papers, take the Order Appointing Guardian (GC-240) and Letters of Guardianship (GC-250) to the clerk's window. Get at least 1 certified copy for each guardian.



For more information, visit:

<https://www.sanmateo.courts.ca.gov/selfhelp/>

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN MATEO