



**Superior Court of the State of California**  
County of Kings

**Guardianship Investigation Packet**

(for a relative guardianship case)

No fee for packet. This packet contains local forms.

**Guardianship Investigation ONLY for a Relative Guardianship case**

**When is the investigation packet submitted?**

The investigation packet should be submitted with the Guardianship forms that open the case **or** soon after the case has been opened. The investigation will be delayed if the investigation fee and all the investigation forms have not been submitted.

**Who will perform the investigation, once my case is opened?**

Type of Guardianship case:	Investigator assigned:
<p><b><i>For a non relative guardianship case:</i></b></p> 	<p>If you are <b>not a relative</b> to the minor, you must contact the Kings County Protective Services and they will perform the investigation.</p> <p>The contact number is (559) 582-8776.</p> <p>C.P.S. will inform you of the forms you are to complete and the investigation fee that will be charged.</p> <p><b>Do not</b> continue with the forms listed below, as they only apply to a <b>relative guardianship</b> case.</p>
<p><b><i>For a relative guardianship case:</i></b></p>	<p>Once the court appoints a Court Investigator, he/she will only investigate your case if you are a <b>relative</b> of the child.</p>

**What are the court investigation fees? \***

Initial Investigation fee <i>(paid upon returning the completed investigation packet)</i>	\$ 600.00
--	-----------

\* You may apply for these fees to be waived, if you are eligible. Ask the clerk for a Fee Waiver Packet.

**What does the Court Investigator do?**

Once the court has appointed a Court Investigator to your case the investigation can begin. An investigator will review the questionnaires and insure all items and/or forms have been submitted. The investigation fee must have been paid for at this point.

The Court Investigator will set up a formal home study. The investigator will:

- Visit the home where the child will live,
- Interview the child and the proposed guardian,
- Interview the parents if needed,
- Review documents about the child (like school records and medical records), and
- Do a background check on you and all adults living in the home to see if any of you has a record of neglect, abuse or a criminal record.

**What forms must I complete before an investigation can be set up for my relative guardianship case?**

In order to perform the investigation required, you will need to have the following local forms completed:

Local Form name:	Last revised on:
<input type="checkbox"/> <a href="#">Guardianship Investigation Letter, local form</a> <ul style="list-style-type: none"> <li>• This letter contains a checklist of what is needed for the investigation to take place.</li> <li>• Do not make copies of this form to file or to serve, it is strictly for your information.</li> </ul>	07-01-16
<input type="checkbox"/> <a href="#">Guardianship Questionnaire (relative cases), local form</a> <ul style="list-style-type: none"> <li>• Shall be completed by each petitioner who is requesting guardianship of the minor(s).</li> <li>• Two (2) questionnaires are provided in this packet.</li> </ul>	05-26-16
<input type="checkbox"/> <a href="#">Personal Reference Questionnaire, local form</a> <ul style="list-style-type: none"> <li>• Shall be completed by six (6) individuals who will vouch for your qualifications as a suitable candidate for the guardianship of the minor(s).</li> <li>• Six (6) questionnaires are provided in this packet.</li> </ul>	05-04-16

**Where do I turn in my investigation packet?**

Turn in your forms (the originals AND copies) to the court clerk. If there are no obvious errors, the clerk will file your forms. The originals will be kept by the court and the copies will be returned to you.

You will have to pay a filing fee. If you cannot afford the fee, you can ask the clerk for a [fee waiver](#).

You may file at any of the following locations:

<b>HANFORD</b>	1640 Kings County Drive, Hanford, CA 93230	(559) 582-1010
<b>Hours of Operation:</b>		
Except for <a href="#">Court Closure days and Holidays</a>		
<b>Business Days:</b>		<b>Business Hours:</b>
Monday – Thursday		8:00 a.m. to 4:00 p.m
Friday		8:00 a.m. to 11:30 a.m.