



Superior Court of the State of California
County of Kings

1426 South Drive, Hanford, CA 93230

Guardianship of a Person ONLY (for a minor)
Packet Purchase Price: \$ 20.00

THERE WILL BE ABSOLUTELY NO REFUNDS OR EXCHANGES ON THE PURCHASE OF SUPERIOR COURT FORMS OR PACKETS

This packet contains general instructions to obtain guardianship of a person (minor).

There are other forms to request to be appointed **Guardianship of the Person and Estate**, please see the clerk. The filing fee for that type of case is different.

Guardianship cases may be complicated. For assistance with legal information you may choose to talk to a lawyer, the family law facilitator or the Self-Help Center. If you want to handle your own case, you will need to fill out, serve, and file several court forms.

? What is guardianship?

Guardianship is a court proceeding in which a judge gives someone who is **not** the parent:

- custody of a child, or
- the power to manage the child's property (called "estate"), or
- both.

? Who can be a guardian?

Relatives, friends of the family, or other people can ask to be legal guardians.

? What does a Guardian of the Person do?

For the most part, the guardian has the same responsibilities as a parent. That means the guardian has full legal and physical custody of the child. The guardian may also be responsible for the child's behavior and any damage the child may cause.

The guardian is responsible for the child's care, including the child's:

- Food, clothing and shelter, safety and protection, physical and emotional growth, medical and dental care as well as education and any special needs

? Which county can I open a case into?

Your case must be opened in the county in which the minor(s) will reside.

? What are the court filing fees? *

Petition for Appointment of Temporary Guardian of a person <u>or</u> Petition for Appointment of Guardian of a person\$ 225.00 <i>If this is a <u>relative guardianship</u> case, the following fees also apply:</i> Initial Investigation fee\$ 300.00 <i>This fee is paid upon returning the completed investigation packet.</i> Annual Investigation fee\$ 150.00

* If eligible, these fees may be waived. Ask the clerk for a Fee Waiver Packet.

Step 1

Read the Guardianship pamphlet:

The following forms will help guide you with the process. It is important that you read these sheets and refer back to them when needed.

Form name and number:	Last revised on:
Guardianship Pamphlet GC 205	01-01-01
Forms You Need to Ask the Court to Appoint a Guardian of the Person GC 505	07-01-07
What is "Proof of Service" in a Guardianship? GC 510	07-01-07

Step 2

Complete the forms to obtain permanent guardianship of the minor:

1. [Petition for Appointment of Guardian of the Person GC 210\(P\)](#) 01-01-07

The following forms are attach to the [Petiton \(GC 210\(P\)\)](#):

- a. [Guardianship Petition- Child Information Attachment GC 210\(CA\)](#) 01-01-08
- Fill out one form for **each** child.
 - Two forms are provided in this packet.
 - Make additional copies of this form, as needed.

If you need more space on item number 6, 7, or 8 on the petition:

- b. [Attachment to Judicial Council Form MC 025](#) 07-01-09
- Two forms are provided in this packet.
 - Use one form per item.
 - Make additional copies of this form, as needed.

2. [Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act \(UCCJEA\) GC 120](#) 01-01-07

- a. [Attachment to Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act \(UCCJEA\) GC 120\(A\)](#) 01-01-09
- This form is only used when you have *more than two* children to list.

3. [Consent of Proposed Guardian, Nomination of Guardian, and Consent to Appointment of Guardian and Waiver of Notice GC 211](#) 01-01-04

Each proposed guardian must read and complete the following form:

4. [Confidential Guardian Screening Form GC 212](#) 07-01-09
- Two forms are provided in this packet.

All proposed guardians must read and complete the following form:

5. [Duties of Guardian GC 248](#) 01-01-01

Step 2 continued

Complete the following forms. Once submitted, the clerk will be lodge them into the file until after the hearing:

Form name and number:	Last revised on:
6. <input type="checkbox"/> Order Appointing Guardian of Minor GC 240	01-01-98
7. <input type="checkbox"/> Letters of Guardianship GC 250	01-01-98

- Fill out one form for **each** child. Two forms are provided in this packet, make additional copies as needed.
- **DO NOT SIGN** this form. This form will be signed at the hearing.

Step 3

Obtain a court hearing:

There are two ways to retrieve a court hearing date:

1. "Reserve a date"- Prior to delivering your Notice of Hearing to the court, contact the calendar desk at the clerk's office -(559) 582-1010 ext. 3078.
2. Deliver your Notice of Hearing forms to the court, the court clerk's office along with your petition.

Once you have received the court date, place it on the Notice of Hearing Guardianship, GC020. Then have all parties served. Once each party has been noticed, have the server complete the proper proof of service.

Form name and number:	Last revised on:
1. <input type="checkbox"/> Notice of Hearing Guardianship or Conservatorship GC 020	07-01-05
<i>If applicable, the following forms are attached to the Notice of Hearing (GC 020):</i>	
<i>If more than four people were served by <u>mail</u>:</i>	
a. <input type="checkbox"/> Attachment to Notice of Hearing Proof of Service by Mail GC 020(MA)	07-01-05
<i>If one or more parties were served by <u>personal service</u>:</i>	
b. <input type="checkbox"/> Proof of Personal Service of Notice of Hearing GC 020(P)	07-01-05
i. <input type="checkbox"/> Attachment to Notice of Hearing Proof of Personal Service GC 020(PA)	07-01-05
• This form is only used if more than four people were served personally.	
2. <input type="checkbox"/> Declaration of Diligent Search (local form)	06-05-08
• This form is used to list information as to any parties that did not get served.	
3. <input type="checkbox"/> Proof of Service for Personal Service or by Notice and Acknowledgment of Receipt (local form)	07-01-08
4. <input type="checkbox"/> Order Dispensing with Notice Guardianship or Conservatorship GC 021	01-01-98

If all parties have not been served or service has not been attempted, the hearing will not be held.

? Who is served with the Notice of Hearing and Petition?

The people who are entitled to service are: Biological Mother, Biological Father, Biological Paternal Grandparents, Biological Maternal Grandparents, and any siblings over the age of 12.

Step 4

Complete the forms to obtain temporary guardianship of the minor:

? What is "temporary guardianship"?

Temporary guardianship is requested when you need an order to be appointed while awaiting a court order to obtain permanent guardianship of the child(ren).

Temporary guardianship can not be applied for without also applying for permanent guardianship.

Complete the following forms listed below to apply for temporary guardianship of a minor.

Form name and number:	Last revised on:
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- | | |
|--|----------|
| 1. <input type="checkbox"/> Petition for Appointment of Temporary Guardian GC 110(P) | 01-01-09 |
|--|----------|

If you need more space on item number 6, 7, or 8 on the Petition for Appointment of Guardian of the Person GC 210(P), complete and attach the following form to the petition:

- | | |
|--|----------|
| a. <input type="checkbox"/> Attachment to Judicial Council Form MC 025 | 07-01-09 |
|--|----------|
- Two forms are provided in this packet.
 - Use one form per item.
 - Make additional copies of this form, as needed.

The following forms are to be completed and will be lodged into the file by the clerk:

- | | |
|--|----------|
| 2. <input type="checkbox"/> Order Appointing Temporary Guardian GC 140 | 01-01-98 |
| 3. <input type="checkbox"/> Letters of Temporary Guardianship GC 150 | 01-01-03 |
- Fill out one form for **each** child.
 - **DO NOT SIGN** this form. This form will be signed at the hearing.
 - Two forms are provided in this packet.
 - Prior to completing the form, make additional copies as needed.

Step 5

Copy and assemble your forms for filing:

It is very important that you assemble your paperwork **prior to submitting them to the Clerk's Office**. After assembling your original documents you must make copies.

To assist you with how to do this, read the [Tips For Filling Out & Handling Your Court Forms](#) (two page sheet is located after the last page of this coversheet)

? How many copies do I make?

You will need to make a copy for each party to be served, as well as a copy for yourself.

? Where can I file my paperwork?

Kings County has four Superior Court locations:			
AVENAL 501 E. Kings St. Avenal, CA 93204 (559) 386-5225	CORCORAN 1000 Chittenden Ave. Corcoran, CA 93212 (559) 992-5193	HANFORD 1426 South Drive Hanford, CA 93230 (559) 582-1010	LEMOORE 449 "C" St. Lemoore, CA 93245 (559) 924-7757
Hours of Operation:			
Business Days: Monday – Friday Business Hours: 8:00 a.m. to 4:00 p.m.			

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



If you are **not a relative** to the minor, you must contact the Kings County Protective Services and they will perform the investigation.

The contact number is (559) 582-8776.

C.P.S. will inform you of the forms you are to complete and the investigation fee that will be charged.

Do not continue with investigation forms, as they only apply to a **relative guardianship** case.



Once the court appoints a Court Investigator, he/she will only investigate your case if you are a **relative** of the child. You are finished with this packet.

Step 6

Guardianship Investigation ONLY for a Relative Guardianship case

? What is the investigation fee for a relative guardianship case?

The **investigation fee** is \$ 300.00. This fee is paid when the completed investigation packet is submitted to the court. Please be aware there is an **annual investigation fee** of \$ 150.00.

? 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.

? 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.

Complete the forms needed for an investigation on a Relative Guardianship case to take place

Before an investigation can be set up on your relative guardianship case you must deliver to the clerk the following forms:

Form name and number:	Last revised on:
1. <input type="checkbox"/> Guardianship Investigation Letter, local form <ul style="list-style-type: none">• This letter is only a checklist of what is required to be delivered to the court prior to your investigation to take place.• Do not make copies of this form to file or to serve, it is strictly for your information.	6-3-11
2. <input type="checkbox"/> Guardianship Questionnaire (relative cases), local form <ul style="list-style-type: none">• Shall be completed by each petitioner requesting guardianship of the minor(s).• Two (2) questionnaires are provided in this packet.	4-08-11
3. <input type="checkbox"/> Personal Reference Questionnaire, local form <ul style="list-style-type: none">• Shall be completed by six (6) individuals who will vouch for your qualifications as a suitable candidate for the guardianship of the minor(s).• Six (6) questionnaires are provided in this packet.	4-15-11