



Start a Guardianship Case

\$5.00

<p>What is this for?</p>	<p>This packet contains the forms you will need to open a guardianship case. A guardianship case is for a non-parent who wants the right to care for and make important decisions for a minor child. There are other non-court options that may work for your situation. Visit the Self-Help Center for help.</p>
<p>Step 1: Fill out the forms</p>	<p>Notice of Hearing (GC-020) Petition for Guardianship (GC-210) Child Information Attachment (GC-210(CA)) [one form needed per child] Declaration Under UCCJEA (GC-120) Confidential Guardianship Screening Form (GC-212) [one form needed per guardian] Duties of Guardian (GC-248)</p> <p>Optional: Consent of Guardian, Nomination and Waiver of Notice (GC-211)</p>
<p>Step 2: Make copies</p>	<p>Take each form (except the Order Appointing Guardian (GC-240) and Letters of Guardianship (GC-250)) and make 2 copies. Paperclip and two-hole punch the <u>original</u> at the top. Do not staple the original. The copies may be stapled. Put the copies right behind each original.</p>
<p>Step 3: File the forms</p> <p>Filing fee</p>	<p>Get a number ticket for “Civil” at the kiosk on the 1st floor of the courthouse. File the paperwork with the clerk when your number is called. The court will file-stamp all your forms and give you back the 2 copies. You will keep a filed copy for your records and use the other copy to make more copies for the relatives who need to be given (“served”) copies of the forms.</p> <p>Petition for Guardianship (GC-210) Child Information Attachment (GC-210(CA)) [one form needed per child] Declaration Under UCCJEA (GC-120) Confidential Guardianship Screening Form (GC-212) [one form needed per guardian] Duties of Guardian (GC-248)</p> <p>Optional: Consent of Guardian, Nomination and Waiver of Notice (GC-211) [if filled out]</p> <p>There is a \$225 fee to open a guardianship of the person only. If you are opening a guardianship of the person <i>and</i> estate or guardianship of the estate only, there is a \$435 filing fee. The Court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If the child(ren) the guardianship is</p>



	<p>about has no or low income, fill out the fee waiver forms to ask to not pay the court filing fee. The fee waiver is granted, or not, based on the child’s income and assets. You may apply for a fee waiver by filling out and filing these forms:</p> <p>Request to Waive Court Fees (FW-001-GC) Order on Court Fee Waiver (FW-003-GC)</p>
Step 4: Serve the forms	<ul style="list-style-type: none">▪ The parents must be handed (“personally served”) with a copy of the these filed forms,▪ The grandparents on both sides, any siblings age 12 or older, and the Regional Center must be mailed (“served by mail”) a copy of these filed forms: <p>Notice of Hearing (GC-020) Petition for Guardianship (GC-210) Child Information Attachment (GC-210(CA)) [one form needed per child] Declaration Under UCCJEA (GC-120) Consent of Guardian, Nomination and Waiver of Notice (GC-211)</p> <p>Someone 18 or older must serve the forms for you. You cannot serve the forms yourself.</p> <p>Exception: If any of the people who have to be served signed the Consent of Guardian, Nomination and Waiver of Notice (GC-211) form they don’t have to be served.</p> <p>If you aren’t able to find the people you need to serve, please talk to Self-Help Center staff about your options.</p>
Step 5: Fill out proofs of service	<p>The person who serves the forms must fill out the 2nd page of the Notice of Hearing (GC-020) for people served by mail and the Proof of Personal Service of Notice of Hearing (GC-020(P)) for people who were served in person.</p>
Step 6: File the Notice of Hearing	<p>Make 1 copy of the Notice of Hearing (GC-020) and Proof of Personal Service of Notice of Hearing GC-020(P) and get a number ticket for “Civil” at the kiosk on the 1st floor of the courthouse. When your number is called, hand the clerk the original and the copy. The clerk will file-stamp both and give you back the copy. Keep the filed copy for your records.</p>
Step 7: Have your fingerprints taken	<p>Local Rules require that all proposed guardians must have their fingerprints taken as part of the background investigation process. Please refer to the instructions on the “pink” sheet in this packet.</p>



Step 8: Prepare for the court investigation	While you are waiting for your court date, the parents, proposed guardian and the child(ren) will be contacted by a court investigator who will write a report to the court stating if and why a guardianship is in the minor's best interest. At the court date, the court will rely heavily on what the investigator says when making its decision.
Step 9: Check the guardianship notes on the court's website	Approximately one week before the court date, go to the court's website: www.placer.courts.ca.gov . and check the "Tentative Rulings" link. Click on the "Guardianship Notes" link for your hearing date. Review the Guardianship Notes for your court case. If you need assistance with printing your notes or have questions about what the notes say, please make an appointment with the Self Help Center.
Next steps:	Go to your court date The Judge will sign these if orders are made at the general guardianship hearing: Order Appointing Guardian or Extending Guardianship of the Person (GC-240) Letters of Guardianship (GC-250) Optional: Bring an Order Dispensing With Notice (GC-021) if you were unable to serve some of the people you are required to.

Where can I get the forms?

1. For an app that helps you fill out the forms for a Guardianship of the Person only, go to caguideandfile.com
 - Click "Start Your Legal Process", then
 - Click "Petition for Appointment of Guardian"
 - Answer the questions, save, your work, and at the end you can print out the forms.
2. Most of the blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms. The Local Form (Placer County) can be found at <http://www.placer.courts.ca.gov/forms-filing-forms.shtml>.
3. You can get the form packets through the court's **Self-Help Center** or buy them at the **Court Clerk's counter**.

Where can I get help and more information?

- You can hire a private attorney for a free or low-cost consultation.



- If you do not have an attorney, you can get help from the court's Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at www.placer.courts.ca.gov and search for **online appointments**.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Families & Children" in the dropdown menu and then "Guardianship" on the page you land on.
- Read:
 - [What is "Proof of Service" in a Guardianship Case?](#) (GC-510)

What if decisions need to be made for the child(ren) on an immediate basis?

A judge can appoint a temporary guardian to take care of a child's more immediate needs that cannot wait until a general guardianship is granted. Talk to a private attorney or the court's Self-Help Center for more information.