



Start a Guardianship Case

\$5.00

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| What is this for? | <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> |
| Step 1: Fill out the 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) 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> |
| Step 2: Make copies | <p>Take each form (except the Order Appointing Guardian (GC-240) and Letters of Guardianship (GC-250)) and make 2 copies. Paperclip (do not staple) the <u>original</u>. The copies may be stapled. Put the copies right behind each original.</p> <p>Note: If you file electronically, copies are not required (see Step 3).</p> |
| Step 3: File the forms | <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> |
| eFiling | <p>Alternatively, the Court has the option to file electronically through its eFile Service. For filing and more information, please visit placer.courts.ca.gov and select “eFiling” under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for eFiling paid to the third-party vendor and cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.</p> |
| Filing fee | <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 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</p> |



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| | <p>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> |
| <p>Step 4: Serve the forms</p> | <ul style="list-style-type: none">▪ The parents and the proposed ward must be handed (“personally served”) and the grandparents on both sides, any siblings age 12 or older, and the Regional Center may be mailed (“served by mail”) a copy of these filed forms:<ul style="list-style-type: none">▪ 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>Copies from eFiling may be printed from your eFiling account. 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> |
| <p>Step 5: Fill out proofs of service</p> | <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> |
| <p>Step 6: File the Notice of Hearing</p> | <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> |
| <p>Step 7: Have your fingerprints taken</p> | <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> |



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| 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. |

Important Information and FAQ:

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).



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. Schedule a telephone or video appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- 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.