

GUARDIANSHIP of the PERSON - Mendocino County

Find more information and instructions: <https://selfhelp.courts.ca.gov/guardianship>

1. FILL OUT FORMS

- [GC-210\(P\)](#) *Petition for Appointment of Guardian of the Person*
- [GC-210\(CA\)](#) *Guardianship Petition--Child Information Attachment* (1 for each child): attach to GC-210(P)
- [FL-105/GC-120](#) Declaration about children
- [ICWA-020](#) *Parental Notification of Indian Status* (for each parent)
- [GC-110](#) *Petition for Appointment of Temporary Guardian* (skip if you don't need to court to act right away)
- [GC-020](#) *Notice of Hearing* & [GC-020\(P\)](#) (attached)—2 of each: 1 for hearing on Temporary Guardianship, 1 for hearing on general guardianship
- [GC-211](#) *Consent of Proposed Guardian, Nomination of Guardian, Consent to Appointment of Guardian and Waiver of Notice*
 - The proposed guardian consents to being a guardian
 - A parent or current guardian may nominate a proposed guardian
 - Parents, guardians, & other relatives may give consent to the proposed guardianship & say that they don't need to be told anything more about the case (they are giving a "waiver of notice").It's ok to have several of this same form for different people to sign them.
- [GC-212](#) *Confidential Guardian Screening Document* (1 for each proposed guardian)
- [GC-248](#) *Duties of Guardian*
- [GC-240](#) *Order Appointing a Guardian*
- [GC-140](#) *Order Appointing Temporary Guardian* (skip if not asking for temporary guardianship)
- [GC-250](#) *Letters of Guardianship*
- [GC-150](#) *Letters of Temporary Guardianship* (skip if not asking for temporary guardianship)

If the child makes little money, ask the court not to charge you. One for each child.

- [FW-001-GC](#) *Request to Waive Court Fees*
- [FW-003-GC](#) *Order on Court Fee Waiver*

2. HAVE YOUR FORMS REVIEWED, IF POSSIBLE

The Self-Help Center can review documents for you. [Contact us to arrange.](#)

3. MAKE COPIES

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

4. TURN IN (FILE) THE PAPERS AT THE COURTHOUSE:

Ukiah: 100 N. State St., room 107, 8:30 a.m. – 3 p.m.

Fort Bragg: 700 S. Franklin St., clerk's window in lobby, 8:30 – 3

The clerk will take your papers, stamp them, & return copies to you.

The clerk will also write a **hearing date** on the **GC-020**.

Fill out the forms online!!

Use a computer program to help you with all the forms.

And you can e-file your forms after if you want.

→ [Take me to Online Program](#)

What information will you need?

Information about each child:

- Full legal name
- Date of birth
- Current address, & where the child has lived for the last 5 years
- Whether the child is an Indian child
- Whether the child is receiving government benefits, like Medi-Cal

Information about each child's relatives. Who are they, where do they live, & how could you get in touch with them? Which ones can't you get in touch with, & why not?

- Father
- Mother
- Current legal guardian, if not you
- Paternal Grandfather
- Paternal Grandmother
- Maternal Grandfather
- Maternal Grandmother
- Siblings, including halves, + dates of birth

**5. LET THE OTHER RELATIVES KNOW, FORMALLY
THIS IS CALLED SERVICE, AND YOU CAN'T DO IT YOURSELF**

What is Service in a Guardianship? [Form GC-510](#) This form explains who must be served in person and who can be served by mail.

Serving means Someone over 18—not you—must give (or mail if mail service is ok) the papers to the people who must get notice.

WHO HAS TO BE SERVED IN PERSON, and WHO CAN BE SERVED BY MAIL?

Personal service: The child's parents, the child if 12 or older, & anyone else with legal custody must be served in person. If serving the temporary too, then personally serve parents, child if 12+, and anyone with valid visitation order with the child.

Service by mail: Grandparents on both sides (& siblings & half siblings) can be served by mail. → If you are not related to the children, you also have to serve the Department of Children's Services, 744 P. Street MS 3-34, Sacramento, CA 95814.

DEADLINES FOR SERVICE:

**Temporary guardianship: 5 court
days before hearing**

**General guardianship: 15 days
before hearing**

6. FILE PROOF OF SERVICE AT THE COURTHOUSE

Your server must complete forms saying that service was completed. The forms they need, called *proofs of service*, are part of the GC-020. Have your server complete the Proofs of Service on a copy of the GC-020 you filed:

- For those who were served in person: the attached GC-020(P) *Proof of Personal Service*
- For those served by mail: the *Proof of Service by Mail* on the second page.

7. GET EVERYONE WHO AGREES TO SIGN A CONSENT AND WAIVER OF NOTICE

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*

8. 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 visit your home.

9. GO TO THE HEARING and after, FILE PAPERS WITH THE CLERK (if needed)

After the judge signs papers, take papers to the clerk's window if they're not already stamped.

After hearing on temporary guardianship: GC-140 *Order* and GC-150 *Letters of Temporary Guardianship*

After hearing on general guardianship: GC-240 *Order* and GC-250 *Letters of Guardianship*
Get at least 1 certified copy for each guardian.

10. FOLLOW UP WITH STATUS REPORTS

Every year, the court will mail you a [GC-251](#) *Status Report*. Fill it out and return it.