

ALAMEDA COUNTY SUPERIOR COURT
125-12th Street, Suite 390
OAKLAND, CA 94607
(510) 636-8820
510-451-2269 FAX

PROBATE GUARDIANSHIPS - PROBATE CODE DIVISION IV
IMPORTANT INFORMATION REGARDING YOUR FILING - PLEASE READ

The Court Investigator conducts an investigation and prepares a report on every petition for appointment of a guardian who is related to the child. Child Protective Services (CPS) conducts the investigation and prepares the report, if the proposed guardian is a non-relative.

Everyone requesting a guardianship must do the following:

1. Mail a Copy of the petition and notice of hearing to Child Protective Services.
2. Complete the two page form titled "Guardianship Screening Pursuant to Probate Section 1516" and return it directly to Child Protective Services at:

**Child Protective Services, K-230
P.O. Box 1769
Oakland, CA 94604-1769**

If these forms are not received by CPS at least 45 days prior to your hearing, you must appear in court on your hearing date to request a continuance.

In addition, if you are not related to the child you must mail a copy of the petition and notice of hearing to:

**Director of Social Services
744 P Street, M.S. 19-31
Sacramento, CA 95814**

GUARDIANSHIP SCREENING PURSUANT TO PROBATE CODE SECTION 1516

GUARDIANSHIP OF: _____

PROBATE NO.: _____ HEARING DATE: _____

IN ORDER TO PREVENT ANY DELAY IN YOUR HEARING, YOU MUST COMPLETE PAGE ONE OF THIS FORM IN ITS ENTIRETY AND FORWARD WITHIN **FIVE DAYS** TO:

CHILD PROTECTIVE SERVICES, K-230
P. O. Box 1769
Oakland, CA 94604-1769
(510) 268-2463

A COPY OF EACH CHILD'S BIRTH CERTIFICATE MUST BE ATTACHED TO THIS FORM.

***IT IS ESSENTIAL THAT THE RELATIONSHIP AND DATE OF BIRTH OF THE PROPOSED GUARDIAN(S) BE PROVIDED.**

Probate Number: _____ Hearing Date: _____

Name(s) of Proposed Ward(s): _____

Date(s) of Birth: _____

Address: _____ Phone Number: _____

Is this child a ward of the Court or on probation? YES/NO

Name of proposed guardian(s): _____

Date(s) of Birth: _____

Address: _____ Phone Number: _____

Are you related to the mother or father of the minor child(ren)? _____. Is this relationship by blood or marriage? _____

Child's mother's name: _____ Father's name: _____

Date of Birth: _____ Date of Birth: _____

Address: _____ Address: _____

Who will object to this guardianship? _____

Attorney of Record: _____

Address: _____ Phone Number: _____

ATTORNEY: This document will be forwarded directly to the Court from Child Protective Services.

DEPARTMENT OF SOCIAL SERVICES USE ONLY

[] NO INFORMATION AVAILABLE

[] INFORMATION AVAILABLE

(GP3)

Title 1516

FOR SOCIAL SERVICE DEPARTMENT USE ONLY

GUARDIANSHIP OF: _____

PROBATE NUMBER: _____

HEARING DATE: _____

SUMMARY OF INFORMATION

PROPOSED GUARDIAN'S QUESTIONNAIRE INSTRUCTIONS

Please read these instructions carefully. If there is to be more than one guardian, each guardian must complete a separate copy of the questionnaire.

All proposed guardians are required to complete this questionnaire. If you are a relative, return it to the Court Investigator's Office. If you are not a relative return it to Child Protective Services - Guardianship Unit. The information you provide will be used to prepare the report to the judge on your suitability as a guardian. This form is also available on the court's website at: <http://www.alameda.courts.ca.gov/courts/forms/guardianpacket.pdf>

Each guardian is expected to answer all questions honestly. On the last page you are required to sign the form and declare, under penalty of perjury, that all the information you have provided is true and correct.

When completing this form please keep in mind that the term "proposed guardian" refers to the person who wants to become the guardian. The term "proposed ward" or "ward" refers to the child you are asking to become the guardian for. The term "petitioner" refers to the person who signed the petition asking the court to appoint a guardian.

If you are asking to be appointed **solely as guardian of the estate**, a telephone interview will be conducted by the court investigator.

If you are asking to be appointed as guardian of the person (or person **and** estate), a home visit is required. **Everyone who lives in the home must be present during the home visit.** After this form is received, a court investigator or social worker will contact you to make an appointment. If the form is not received promptly, your court hearing may be delayed up to 3 months.

There is a fee for the Court Investigation. It is currently \$800.00 and can be paid from the estate of the ward, if there is one, or by the proposed guardian or the parents. The fee may be waived under certain circumstances based on financial inability to pay. To obtain this waiver, you must file an Application for Waiver of Court Fees and Costs (also known as an IFP waiver) through the Clerk's Office. In some cases you may make arrangements for monthly payments through Alameda County Central Collections.

Please keep in mind:

1. ALL QUESTIONS MUST BE ANSWERED.
2. IF YOU NEED ASSISTANCE IN FILLING OUT THIS QUESTIONNAIRE, PLEASE CALL THE COURT'S SELF-HELP CENTER AT (510) 272-1393.
3. IF THE PROPOSED GUARDIAN IS A RELATIVE, SEND THE COMPLETED QUESTIONNAIRE TO THE COURT INVESTIGATOR'S OFFICE. IF THE PROPOSED GUARDIAN IS A NON-RELATIVE SEND IT TO CHILD PROTECTIVE SERVICES.

COURT INVESTIGATOR'S OFFICE
125-12th STREET, SUITE 390
OAKLAND, CA 94607-4912

CHILD PROTECTIVE SERVICES, K-230
P.O. BOX 1769
OAKLAND, CA 94604-1769

PROPOSED GUARDIAN'S QUESTIONNAIRE

YOU MUST ANSWER ALL QUESTIONS. (Write in "n/a" if a question does not apply to your situation.)

CASE NO. _____ HEARING DATE: _____

CHILD(REN) NEEDING GUARDIAN:

NAME	DATE OF BIRTH
1.	
2.	
3.	

More children listed on back. (**Note: Child needing guardian is also called "proposed ward."**)

NAME(S) OF PROPOSED GUARDIAN(S) _____

Will you or anyone else in the home require an interpreter? YES NO Language : _____

SECTION I

SOCIAL HISTORY OF PROPOSED GUARDIAN (Probate Code 1513(a)(1)): (This information is about the person who wants to be guardian. Please complete a separate questionnaire for each proposed guardian.)

Name: _____ Date of Birth _____

Your Daytime phone number: _____

Home Address: _____

Home phone number: _____ Place of Birth: _____

Social Security No.: _____ Driver's License No.: _____

Do you have a criminal history, including **any** arrests? Yes No

Note: The Court Investigator will conduct a criminal background check.

Are you Married Widowed Single Separated Divorced

If married or separated, what is the name of your spouse? _____

Were you previously married or living with someone in a long-term, live-in relationship? Yes No

If yes, provide name(s) of "Ex," date of event (divorce, separation or death) that ended the relationship.

NAME	DATE (of death, divorce, separation)
_____	_____
_____	_____

List **your** children (even if they are adults and not living with you. Also provide their date of birth, address, and whether they have ever been arrested/charged with a crime)

NAME	BIRTH DATE	ADDRESS	ARRESTED?
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

More children listed on back.

YOUR HEALTH CONDITION: Please describe any current physical or mental health problems.

Are you being treated by a doctor or other health care practitioner? YES NO

If yes, why? _____

Please list any medications you are currently taking and state what they are for _____

Have you ever been in counseling? YES NO

If yes, reason for counseling: Drugs Alcohol Grief Domestic Violence Other _____

Explain: _____

EDUCATIONAL HISTORY:

Last school attended: _____ Where & When: _____

Degree(s) earned: _____ Where & When: _____

Other courses taken: _____

MILITARY HISTORY:

Branch of Service: _____ Date Entered: _____ Date Discharged: _____

Type of Discharge: Honorable General Good of Service Dishonorable

EMPLOYMENT:

Are you employed? YES NO

Name of Employer _____ Address: _____

Length of employment: _____ Job Title: _____

Responsibilities/duties: _____

Are you retired or have you been at your current employment for less than five years? YES NO

If yes, please list your work history for the past five years:

Name of Employer _____ Employed From _____ To _____

Name of Employer _____ Employed From _____ To _____

Name of Employer _____ Employed From _____ To _____

Name of Employer _____ Employed From _____ To _____

PROPOSED GUARDIAN'S FINANCIAL INFORMATION:

Income:

Monthly take-home pay \$ _____

Other monthly income:	Amount
Welfare	\$ _____
SSI	\$ _____
Unemployment	\$ _____
Spousal/Child Support	\$ _____
Investments	\$ _____

Total Monthly Income \$ _____

Does anyone else contribute money to the household? YES NO

If yes, who? _____ How much? \$ _____

Does anyone else contribute money for the support of the child(ren) needing the guardianship? YES NO

If yes, who? _____ How much? \$ _____

Your financial Resources

Checking Accounts Balance \$ _____

Savings Accounts Balance \$ _____

Other Investments Value \$ _____

Expenses:

Names of the persons you support: _____

Rent \$ _____/month Mortgage \$ _____/month

Credit Card Debts/Car Payment/other regular monthly payments \$ _____

Total monthly expenses \$ _____

Are you financially able to support the child(ren)? YES NO

If no, what assistance will you receive? _____

Have you applied for or, are you already receiving financial assistance for this child ?

	YES	NO	
Welfare	<input type="checkbox"/>	<input type="checkbox"/>	Amount \$ _____
Social Security	<input type="checkbox"/>	<input type="checkbox"/>	Amount \$ _____
Medi-Cal	<input type="checkbox"/>	<input type="checkbox"/>	Amount \$ _____
Child Support	<input type="checkbox"/>	<input type="checkbox"/>	Amount \$ _____

Is someone else, such as a parent, receiving the above benefits for the child(ran)?

UNKNOWN YES NO

Who: _____

REFERENCES:

Please list **three references** who have known you **at least five years and who are friends, not relatives**. Give complete name, complete address, including zip codes and daytime phone numbers. Please notify them that we will be contacting them by letter or telephone.

NAME	ADDRESS	DAYTIME TELEPHONE

If you cannot provide 3 non-relative references, please explain: _____

HOBBIES:

Please describe any hobbies or activities you enjoy in your spare time:

Anything else about you that relates to your ability to be a guardian:

SECTION II

APPROPRIATENESS OF THE HOME ENVIRONMENT:

Single family home Apartment/condominium Number of bedrooms _____ number of bathrooms _____
 How long have you lived here? _____

Will ward have own room YES NO. If shared, with whom? Name: _____ age: _____

Do you have any guns or other weapons stored on the property? YES NO
 If yes, what type of weapon? _____ Where and how stored? _____

Is there a swimming pool or hot tub? YES NO If Yes, where is it located? _____

Pets in the home: _____

OTHER CHILDREN IN THE HOME: (under 18 years of age)

Name	Birth date	School Attending	Relation to guardian

OTHER ADULTS IN THE HOME: (18 and over)

Name	Birth date	Social Security #	Employer/school	Relation to guardian

Does any adult in the home have any problem that could affect the minor, for example, child abuse/molest, criminal background, violent behavior, alcohol or drug problem? NO YES
 Explain, _____

Have the police ever been to your home? YES NO

Does anyone in the home object to the guardianship? YES NO If yes, who? _____

How do other family members feel about having proposed ward(s) in the home? _____

SECTION III

SOCIAL HISTORY OF THE PROPOSED WARD(S):

Please complete the following about the child(ren) needing a guardian:

Name	Sex	Date of Birth	Place of Birth	Social Security #

More listed on back

1. Has the child(ren) been involved with the Juvenile Court? YES NO DON'T KNOW

2. Does the child(ren) have a Social Worker? YES NO DON'T KNOW

If, yes, who is the Social Worker? _____ Telephone No. _____

3. Is the child(ren) subject to any existing legal custody orders? YES NO DON'T KNOW

If yes, type of order: guardianship divorce paternity juvenile court adoption proceedings.

Date of the order: _____ Case Number: _____

and where the proceeding took place: (County) _____ (State) _____

4. Does someone object to this petition? YES NO

Who? _____

5. Are you related to the child? YES NO

If yes, are you related to the child's Mother Father

Related by: Blood Marriage

How are you related? (for example: I am the child's mother's sister) _____

If not related, how do you know the child? _____

6. Why do you need the guardianship? _____

7. Who brought the child(ren) to you? _____

Why?

8. Please describe the child's adjustment to your home _____

9. Does the child have brothers and sisters? YES NO

Please provide names & ages of the brothers and sisters and name of person with whom they live:

NAMES of child's brothers and sisters	AGE	WITH WHOM THEY LIVE

10. Does the child visit his/her brothers and/or sisters? YES NO How often? _____

11. Is there any specific religious or cultural heritage, such as Native American ancestry, that would be a factor in future plans? _____
12. Does the family have Native American ancestry or receive any medical or other services/benefits from a tribe? YES NO UNKNOWN If yes, please explain: _____
13. Has the child(ren) been subjected to abuse, neglect, or abandonment? UNKNOWN YES NO
If yes, explain: _____

SCHOOL AND/OR DAY CARE:

Please contact the school or daycare and let them know we will be contacting them. Also, please attach a copy of the child's most recent report card to this questionnaire..

Name _____ Director or Principal _____

Address _____

Phone Number _____ Fax Number: _____

Teacher's Name _____

Grade level _____ Is Daycare Licensed? _____

How is the child doing in school? (Attach copy of recent report card.) _____

Does the child have any problems with teachers or other children in school? _____

What school and non-school activities does the child participate in? (school sports, scouting, dance, Little League, martial arts, soccer) _____

Does the child have any special educational needs? YES NO

Describe _____

Is the child receiving Special Education/Resource Services? YES NO

Describe _____

Is the child receiving services through the Regional Center? YES NO

Case manager: _____ Telephone No. _____

If the child has special needs, what are your plans to provide for these needs? _____

MEDICAL/HEALTH CARE:

(Please contact doctor/clinic to let them know we will be contacting them. Also, please attach a copy of the child's immunization record.)

Doctor's Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Medical Insurance: _____ Medical Number: _____

Date of last appointment: _____ For what: _____

Are all required immunizations current? YES NO
Does the child have any medical problems, physical or developmental disabilities, etc.? YES NO
If yes, what is your plan to meet these needs: _____

Does the child take any prescribed medications? YES NO
If yes, what? _____

Does the child have any behavioral, emotional or psychological problems? YES NO
Describe _____

Has the child ever been hospitalized? YES NO

Has the child received counseling in the past? YES NO

If yes, what for: _____

Is the child still receiving counseling? YES NO If yes, how often? _____

Name of counselor: _____

Address: _____

Phone Number: _____ Fax Number: _____

Let counselor know we will be contacting him/her.

SECTION IV

INFORMATION ABOUT THE NATURAL PARENTS OF PROPOSED WARD(S):

The Court Investigator may need to contact the parents so current information is needed.

Are the parents Married Separated Divorced Live together

Mother's Name: _____ **SSN:** _____

Date of Birth: _____ If deceased, date of death: _____

Address: _____ Phone Number: _____

Employed at: _____ Monthly Income: \$ _____

Is mother paying child support? YES NO DON'T KNOW Amount \$ _____

Does proposed ward(s) see mother? YES NO Explain: _____

Does the mother agree with the guardianship? YES NO DON'T KNOW

Does the mother have Native American Ancestry? YES NO DON'T KNOW

Father's Name: _____

Date of Birth: _____ If deceased, date of death: _____

Address: _____ Phone Number: _____

Employed at: _____ Monthly Income: \$ _____

Is father paying child support? YES NO DON'T KNOW Amount _____

Does the proposed ward(s) see father? YES NO Explain: _____

Does the father agree with the guardianship? YES NO DON'T KNOW

Does the father have Native American Ancestry? YES NO DON'T KNOW

To your knowledge, are natural parents:

Involved in drugs? YES NO DON'T KNOW Which parent? _____

In jail or prison? YES NO DON'T KNOW Which parent? _____ Where? _____

In the military? YES NO Don't KNOW Which parent? _____ Where? _____

SECTION V - GUARDIANSHIP OF THE ESTATE

COMPLETE THIS SECTION IF YOU WANT TO BE APPOINTED GUARDIAN OF THE ESTATE. IF NOT NEEDED, SKIP THIS SECTION AND CONTINUE ON TO THE NEXT PAGE

Where is the money or property coming from that the child will be receiving:

Inheritance - Attach a copy of the will **or** provide

Name of the deceased person _____ Date of death: _____

Probate Case No. _____ Estate administered in (county) _____ (state) _____

Child will be inheriting:

Real Property - Address _____

Value of minor's interest \$ _____

Cash, \$ _____ Location _____

Stock/Bonds \$ _____ Location _____

Other, describe _____

Insurance benefit, Name of insured _____ Relation to child _____

Value \$ _____

Gift from (Name) _____ (relation) _____

Nature of asset (cash, real property, etc.) _____ Value \$ _____

Personal Injury Settlement –

Case No. _____, in (county) _____, (state) _____

where the case was settled. Value \$ _____

Other source, describe _____ Value \$ _____

What are your plans for managing the estate? (Money to be placed in a blocked bank account? investments? rental of real property? etc.) _____

Does the minor **already** have money in an individual or joint account? YES NO DON'T KNOW

Location: _____, balance: \$ _____ name(s) on individual and/or joint accounts: _____

Does the minor **already** have any other investments or property? YES NO DON'T KNOW

What _____ Value \$ _____

Do you expect to request to use the minor's estate for any purpose (taxes, tax preparation, bond premiums, court costs/fees and other expenses)? YES NO If yes, what expenses will you request the court to approve? _____

Please provide the name, address and phone number of one person who will always know how to get in contact with you.

(Name) _____ (Address) _____ (Telephone) _____

Name of attorney or person who helped you complete this form _____

Address _____

Bar No. _____ Phone Number _____ Fax Number _____

VERIFICATION

I/We the undersigned declare under the penalty of perjury that the foregoing is true and correct.

Executed in _____ California on _____.

City **Date**

Signatures _____
