



Superior Court of California
COUNTY OF ALAMEDA

Probate Clerk's Office
Berkeley Courthouse
2120 Martin Luther King Jr. Way
Berkeley, CA 94704
Telephone: (510) 647-4439

PROBATE GUARDIANSHIP PACKET

This packet contains the Judicial Council forms required to file a Guardianship of person, estate, or person and estate matter. It is recommended that you **bring 2 additional copies of the completed forms** when you file the petition and subsequent documents with the clerk of the court.

NOTE: The clerk will retain the original(s) and return two endorsed filed copies to you.

Please reference the enclosed attachment **Judicial Council Form GC-505, Forms You Need to Ask the Court to Appoint a Guardian of the Person** for an outline of the probate guardianship of **person only** process. You may also reference **the Guardianship Pamphlet, Judicial Council Form GC-205** for information regarding guardianships of children in the Probate court.

To download the *Guardianship Pamphlet* go to: <https://www.courts.ca.gov/documents/gc205.pdf>

To begin the process for appointment of a probate guardian, please complete the following Judicial Council forms:

Description	Form No.	Date Revised
Petition for Appointment of Guardian of the Person (Only)* [*See JC Form, GC-210 for Person, Estate, or Person and Estate, if applicable.]	GC-210(P)*	Jul 1, 2016
Guardianship Petition – Child Information Attachment	GC-210-CA	Jan 1, 2022
Declaration under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)	FL-105/GC-120	Jan 1, 2009
Confidential Guardian Screening Form	GC-212	Jul 1, 2009
Duties of a Guardian and Acknowledgement of Receipt	GC-248	Jan 1, 2001
Consent of Proposed Guardian, Nomination of Guardian, and Consent to Appointment of Guardian and Waiver of Notice	GC-211	Jan 1, 2004
Order Appointing Guardian or Extending Guardianship of the Person	GC-240	Jul 1, 2016
Probate Guardianship Questionnaire Instructions (Review)	Court Investigator Forms	Nov, 2019
Confidential Guardianship Questionnaire (Complete)		Mar, 2017

*For “automated instructions” on how to complete a Petition for Appointment of Guardian of the Person only, Judicial Council Form GC-210(P), go to: <http://www.cc-courts.org/videos/GC-210P.swf>

If your petition asks the court to appoint a guardian of the child's person or person and estate, you may review, request and/or complete the following:

Description	Form No.	Date Revised
Information Sheet on Indian Child Inquiry Attachments and Notice of Child Custody Proceeding for Indian Child	ICWA-005-INFO	Jan 1, 2022
Indian Child Inquiry Attachment ("Mandatory Use")	ICWA-010(A)	Jan 1, 2020

If the child is of Native Ancestry, you may review, request and/or complete the following:

Description	Form No.	Date Revised
Information Sheet on Indian Child Inquiry Attachments and Notice of Child Custody Proceeding for Indian Child	ICWA-005-INFO	Jan 1, 2020
Parental Notification of Indian Status ("Mandatory Use")	ICWA-020	Mar 25, 2020
Notice of Child Custody Proceeding for Indian Child ("Confidential" "Mandatory")	ICWA-030	Jan 1, 2021

Other Judicial Council forms which may be submitted before or after the date of the hearing:

Description	Form No.	Date Revised
(See Judicial Council Form, GC-510, What is "Proof of Service" in a Guardianship?)	GC-510	Jul 1, 2007
Notice of Hearing – Guardianship or Conservatorship ("Mandatory Use")	GC-020	Jul 1, 2005
Attachment to Notice of Hearing Proof of Service by Mail	GC-020(MA)	Jul 1, 2005
Proof of Personal Service of Notice of Hearing – Guardianship or Conservatorship	GC-020-P	Jul 1, 2005
Letters of Guardianship* ("Mandatory Use") (*NOTE: Only submit Letters to the clerk for issuance and filing <u>after</u> entry of the court's order.)	GC-250	Jul 1, 2016

Filing fee required:

Petition for appointment of guardian of the person only	Filing fee: \$225
Petition for appointment of guardian of the estate <u>or</u> guardian of the person and estate	Filing fee: \$435

NOTE: If you cannot afford to pay the filing fee(s), you may review, request and/or complete the following:

Description	Form No.	Date Revised
Information Sheet on Waiver of Court Fees	FW-001-INFO	Jan 1, 2021
Request to Waive Court Fees (Ward or Conservatee) ("Confidential" "Mandatory")	FW-001-GC	Mar 14, 2022

Judicial Council forms are available online at:

<http://www.courts.ca.gov/forms.htm>

For more information regarding Guardianships, please visit:

<http://www.courts.ca.gov/selfhelp-guardianship.htm>