



**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

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**PROBATE CONSERVATORSHIP PACKET**

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This packet contains the Judicial Council forms required to file a Petition for Appointment of Probate Conservator of person, estate, or person and estate. 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.

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The Judicial Council of California developed a [Handbook for Conservators 2016](#), which requires all conservators to acknowledge receipt of the handbook.

The handbook can be downloaded @ <http://www.courts.ca.gov/documents/handbook.pdf>.

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**To begin the process for appointment of a probate conservator, please complete the following Judicial Council Forms:**

Description	Form No.	Date revised
Petition for Appointment of Probate Conservator	GC-310	Jan 1, 2019
Confidential Supplemental Information (Probate Conservatorship)	GC-312	Jan 1, 2024
Confidential Conservator Screening Form	GC-314	Jul 1, 2009
Confidential Declaration on Medical Ability to Attend Hearing – Probate Conservatorship	GC-325	Jan 1, 2025
Confidential Capacity Assessment and Declaration—Probate Conservatorship	GC-335	Jan 1, 2025
Everyday Activities Attachment	GC-335A	Jan 1, 2025
Notice of Hearing—Guardianship or Conservatorship	GC-020	Jul 1, 2005
Proof of Personal Service of Notice of Hearing—Guardianship or Conservatorship (Probate—Guardianships and Conservatorships)	GC-020 (P)	Jul 1, 2005
Attachment Requesting Special Orders Regarding a Major Neurocognitive Disorder	GC-313	Jan 1, 2019
Citation for Conservatorship	GC-320	Jan 1, 2016
Order Appointing Probate Conservator	GC-340	Jan 15, 2016
Duties of Conservator and Acknowledgment of Receipt of Handbook for Conservators	GC-348	Jan 1, 2011
Conservatorship Registrant Acknowledgment of Receipt of Handbook for Conservators	GC-362	Jan 1, 2016

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

Description	Form No.	Date Revised
Professional Fiduciary Attachment to Petition for Appointment of Guardian or Conservator	GC-310 (A-PF)	Jul 1, 2009
Notice of Conservatee's Rights	GC-341	Jan 1, 2008
Letters of Conservatorship (Note: Only submit Letters to the clerk for issuance and filing <u>after</u> entry of the court's order.)	GC-350	Jul 1, 2015
Determination of Conservatee's Appropriate Level of Care	GC-355	Jul 1, 2011

**Filing fee required:**

Petition for appointment of conservator of the person, estate, <u>or</u> conservator of the person and estate	<b>Filing fee:</b> \$435
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**NOTE: If you cannot afford to pay the filing fee(s), you may request a fee waiver.**

Description	Form No.	Date revised
Request to Waive Court Fees (Ward or Conservatee)	FW-001-GC	April 1, 2024
Information Sheet on Waiver of Court Fees	FW-001-INFO	Sept 1, 2019

**All Judicial Council Forms are available online @ <http://www.courts.ca.gov/forms.htm>**

If you plan to file this petition without the help of a lawyer, assistance is available to help you to prepare or object to a petition for guardianship of a minor at the **Court's Self-Help Center**.

**Phone Hours: (510) 272-1393 / Monday–Thursday • 2:00 pm - 4:00 pm**

**For more information regarding Guardianships, please visit:**

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