



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  
[\[https://www.alameda.courts.ca.gov/divisions/probate\]](https://www.alameda.courts.ca.gov/divisions/probate)

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**PROBATE CONSERVATORSHIP PACKET**

[\[https://www.alameda.courts.ca.gov/divisions/probate/probate-rules-forms\]](https://www.alameda.courts.ca.gov/divisions/probate/probate-rules-forms)

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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 in-person, by mail, or drop box with the clerk of the court.

**Note:** The clerk will retain the original(s) and return two endorsed filed copies to you; however, a self-addressed stamped envelope must be provided.

**eFiling –** If you are self-represented, you may also electronically file (eFile) the petition and supporting documents. If you are represented by an attorney, the petition and subsequent documents must be filed electronically. (See Local Rule 7.2 Electronic filing and service in probate proceedings.)

For information on electronic filing, please refer to our Probate eFiling website:  
<https://www.alameda.courts.ca.gov/online-services/e-filing/probate-e-filing>

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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 @ <https://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
Attachment Requesting Special Orders Regarding Dementia ( <i>This form must be attached to either GC-310 or GC-380.</i> )	GC-313	Jan 1, 2019
Confidential Supplemental Information	GC-312	Jan 1, 2024
Confidential Conservator Screening Form	GC-314	Jul 1, 2009

Description	Form No.	Date revised
Citation for Conservatorship	GC-320	Jul 1, 2016
Confidential Declaration on Medical Ability to Attend Hearing – Probate Conservatorship <b>[To be completed by physician.]</b>	GC-325	Jan 1, 2025
Confidential Capacity Assessment and Declaration—Probate Conservatorship <b>[To be completed by physician.]</b>	GC-335	Jan 1, 2025
Everyday Activities Attachment <b>[To be completed by physician.]</b> <i>(This form must be attached to form GC-335.)</i>	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) <i>(This form is attached to form GC-020 before filing, if applicable.)</i>	GC-020 (P)	Jul 1, 2005
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 <i>(This form must be attached to form GC-210 or form GC-310.)</i>	GC-310 (A-PF)	Jul 1, 2009
Notice of Conservatee's Rights	GC-341	Jan 1, 2026
Attachment to Notice of Conservatee's Rights- Probate <i>(This attachment is for use with form GC-341.)</i>	GC-341 (MA)	Jan 1, 2026
Letters of Conservatorship <b><i>(Note: Only submit Letters to the clerk for issuance and filing <u>after</u> entry of the court's order.)</i></b>	GC-350	Jul 1, 2015
Confidential Conservatorship Care Plan - Part 1	GC-355	Jan 1, 2025
Confidential Conservatorship Care Plan - Part 2 (Medical Information)	GC-356	Jan 1, 2025

**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> \$435.00
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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	March 1, 2025
Information Sheet on Waiver of Superior Court Fees and Costs	FW-001-INFO	Jan. 1, 2024

**NOTE: If you need an interpreter, please complete the form below.**

Description	Form No.	Date revised
Request for Interpreter (Civil)	INT-300	Jul 1, 2016

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

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### **Additional Resources**

If you plan to file a limited conservatorship petition without the help of a lawyer, assistance may be available to help you to prepare the petition at the **Court's Self-Help Center** (by appointment only).

**Live Chat: Monday-Thursday, 9 am – 12 pm**

[Go to: <https://www.alameda.courts.ca.gov/self-help> for further Zoom instructions.]

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

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

**<https://www.selfhelp.courts.ca.gov/conservatorships>**