



**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 <u>Person</u> , <u>Estate</u> , or <u>Person and Estate</u> , if applicable.] | GC-210 (P) | Jul 1, 2016 |
| Guardianship Petition – Child Information attachment | GC-210-CA | Jul 1, 2012 |
| Declaration under Uniform Child Custody Jurisdiction And Enforcement Act (UCCJEA) | GC-120 | Jan 1, 2025 |
| Confidential Guardianship Screening Form | GC-212 | Jul 1, 2009 |
| Duties of a Guardian | GC-248 | Jan 1, 2001 |
| Consent of Proposed Guardian, Nomination, and Waiver of Notice | GC-211 | Jan 1, 2004 |
| Order Appointing Guardian or Extending Guardianship of the Person | GC-240 | Jul 1, 2016 |
| Confidential Guardianship Questionnaire | Court Investigator Form | 2/2024 |

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

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

| Description | Form No. | Date Revised |
|---|-------------------|--------------|
| Notice of Hearing – Guardianship or Conservatorship (See Judicial Council Form, GC-510, What is “Proof of Service” in a Guardianship?) | FL-105/ GC-020 | Jun 1, 2005 |
| Proof of Personal Service or Notice of Hearing –Guardianship or Conservatorship (attachment) | GC-020-P | Jul 1, 2005 |
| Letters of Guardianship (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 |

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

| Description | Form No. | Date revised |
|--|-------------------|--------------|
| Information Sheet on Indian Inquiry Attachment and Notice of Child Custody Proceeding for Indian Child | ICWA-005- INFO | Jan 1, 2020 |
| Parental Notification of Indian Status (“Mandatory” Form) | IWCA-020 | Mar 24, 2020 |
| Notice of Child Custody Proceeding for Indian Child | ICWA-030 | Jan 1, 2020 |

Filing fee required:

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|--|--------------------------|
| 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 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 |

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 prepare or object to a petition for guardianship of a minor at the **Court's Self-Help Centers**.

Wiley W. Manuel Courthouse, 3rd Floor, 661 Washington Street, Oakland CA 94607

-OR-

Hayward Hall of Justice, Dept. 501, 24405 Amador Street, Hayward, CA 94544

Clinic Walk-in Hours: Monday – Thursday • 8:30am – 12:00pm

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>