

**CHECKLIST FOR GUARDIANSHIP SERVICE**

Email: Probfac@contracosta.courts.ca.gov

Telephone: 925-608-2066

**YOU ARE REQUIRED BY STATE LAW TO NOTIFY ALL OF THE PARENTS,  
GRANDPARENTS AND SIBLINGS 12 or OLDER  
ABOUT THE GUARDIANSHIP**

**THE COURT MAY NOT MAKE ANY ORDERS ON THE CASE UNTIL THIS IS COMPLETE**

**AFTER YOU HAVE RECEIVED YOUR FILED COPIES AND AT LEAST 15 DAYS BEFORE THE HEARING HAVE AN ADULT OTHER THAN YOU--IT MUST BE A THIRD PARTY OVER 18 AND NOT A PARTY TO THIS CASE--SERVE THE RELATIVES AS LISTED BELOW**

**WHAT TO DO:**

- **If you know their address: Have them served:**
  - Have 3<sup>rd</sup> party server complete form on page 2 of GC-020 if by mail. Or complete and attach GC-020P to GC-020 if by personal service
- **If they are deceased:**
  - Complete Declaration Form MC-030 stating that.
- **If you cannot locate them by trying diligently:**
  - Complete Local Form GC-02, Declaration of Notice, for each \*\*\*\*

**NOTE:**

- **IF ANY PARENT, GRANDPARENT, OR SIBLING SIGNS A CONSENT FORM**
  - (GC-211), YOU DON'T NEED TO SERVE THEM.

<b>Serve <u>in person:</u></b>	<b>Serve <u>by Mail:</u></b>
<b>Both Parents and minor (12 or older)</b>	<ul style="list-style-type: none"> <li>• All grandparents,</li> <li>• Siblings (including half-sisters &amp; brothers)- 12 or older</li> </ul>
<ol style="list-style-type: none"> <li>1. <b>Father and Mother</b> copies of filed forms: <ul style="list-style-type: none"> <li>• GC-140 – Temporary Order</li> <li>• GC-020 – Notice of Hearing</li> <li>• GC-210(P) - Petition</li> </ul> </li> <li>2. <b>Minor:</b> copies of filed forms: <ul style="list-style-type: none"> <li>• GC-020</li> <li>• GC-210(P) - Petition</li> </ul> </li> </ol>	<p>Copies of Filed Forms:</p> <ul style="list-style-type: none"> <li>• GC-020 - Notice of Hearing</li> <li>• GC-210(P) - Petition</li> </ul> <p>To:</p> <ol style="list-style-type: none"> <li>a. Father's Father</li> <li>b. Father's Mother</li> <li>c. Mother's Father</li> <li>d. Mother's Mother</li> <li>e. Minor's Brothers/Sisters-12 or older</li> <li>f. Minor's Half Brothers/Sisters-12 or older</li> <li>g. If you are not a relative of the minor: <b>SDSS</b> 744 "P" Street MS-3-34, Sacramento, CA 95814</li> </ol>

Probate Facilitator's Office

## INSTRUCTIONS FOR SERVICE

- 1) Take Petition GC-210(P) and Notice of Hearing GC-020 (for Petition of Appointment of Guardian with the date of the hearing filled in) out of packet of filed documents.
  - 2) Count how many relatives (and SDSS if non-relative) you have to serve \*\*\*\*
  - 3) Make enough copies to serve to everyone and one extra Notice of Hearing GC-020. Put the extra Notice of Hearing aside to use as the Proof of Service.
  - 4) Choose someone who will be the Server. Non-party, over 18 years old.
  - 5) The parents must be served personally.
    - Have the server give the copy of the Petition, Notice of Hearing, and Order for Temporary Guardianship to the Mother and Father. Have the Server fill out a GC-020(P) filling it out completely. Date and sign. Attach this to the extra Notice of Hearing.
  - 6) The minor must be served personally if 12 or older.
    - Have the server give the copy of the Petition and Notice of Hearing to the minor
    - Have the Server fill out the GC-020(P) filling it out completely. Date and sign. Attach this to the extra Notice of Hearing.
  - 7) The other relatives listed on the Service Checklist must be served by mail.
    - Have the Server mail a copy of the Petition and Notice of Hearing to each relative.
    - Have the Server fill out the Proof of Service on page 2 of the extra Notice of Hearing with their address, date and place it was mailed, name and address of each person served, and date and sign it.
  - 8) If you are not a relative you must have the Server send a copy of the Petition and Notice of Hearing to the State Department of Social Services (SDSS)
    - Have the Server mail a copy of the Petition and Notice of the Hearing to the SDSS.
    - Have the Server fill out the Proof of Service on page 2 of the extra Notice of Hearing with the address of the SDSS.
      - The address is: SDSS "P" Street MS-3-34, Sacramento, CA 95814
- \*\*\*\*If any of the persons have signed a Consent Form GC-211, they do not have to be served.**

### **IMPORTANT! TENTATIVE RULINGS**

**Between 10-5 days before the Hearing, the court prepares Tentative Rulings telling you if anything still needs to be done.**

**You must read this and fix what is missing**

**To find this go to [cc-courts.org](http://cc-courts.org) then to Online Services then to Tentative Rulings, Choose the Department your case is in and then choose the date.**

For Assistance: [Probfac@contracosta.courts.ca.gov](mailto:Probfac@contracosta.courts.ca.gov) or 925-608-2066