

## HOW TO GIVE NOTICE OF A GUARDIANSHIP PETITION

Be sure to give proper notice of the petition or your case can be delayed. Follow the steps below. The "GC" numbers refer to the specific forms referenced.

1. **Fill out your court forms, make 3 copies, and take them to the Clerk's Office, Room 103 for filing.** The clerk will write the date and time of your hearing on the Notice of Hearing (GC-020).

2. **Make one copy of the forms below for each person and government agency entitled to notice:**

- \*Petition (GC-210)
- \*Consent and Waiver (GC-211)
- \*Declaration UCCJEA (GC-120/FL-105)
- \*Duties of Guardian (GC-248)
- \*Notice of Hearing (GC-020)

3. **Give notice in person to the child's parents (or the person with legal custody of the child), and to the child if, 12 or older.**

This means someone – not you – must personally give (not mail) a copy of these forms to the parent or child.

4. **The person who hand-delivers the forms in person must fill out the Proof of Service.** Use the Proof of Service form specific to personal service.

5. **Give notice by mail to the child's:**

- \*grandparents
- \*brothers and sisters if 12 years or older
- \*half-brothers and half-sisters

Notice by mail must be made by someone other than the petitioner by mailing a copy of the forms 15 days before the court date. If any relatives agree that the petitioner can be the guardian, AND, they sign the Consent and Waiver of Notice form (GC-211),

service to those relatives is not required.

6. **Give notice by mail to the San Francisco Department of Human Services Agency.** Service of copies of the Notice of Hearing, Petition, Confidential Guardian Screening form (GC-212) and Confidential Declaration of Proposed Guardian (PGF-1) should be mailed to:

Dan Phillips, H160  
SF DHSA  
POB 7988  
San Francisco, CA 94120-7988

7. **If the proposed guardian is not related to the child, provide notice by mail to the Department of Social Services in Sacramento at the following address:**

State Department of Social Services  
Director of Social Services  
744 P Street  
Sacramento, CA 95814

8. **The person who serves the forms by mail must fill out the Proof of Service** on the back of form GC-020 (specific to service by mail) and give the completed Proof of Service back to the petitioner.

9. **Make copies of the completed Proof of Service forms and file them at the Clerk's office in room 103.**

10. **Remember:** Make copies of all forms you mail and bring them when you come to court.