
BRIDGING THE GAP

ELDER, TRUSTS & PROBATE

Types of Cases Handled by the Probate Court

- Decedent's Estate/Probate of Will/Letters of Administration
- Estate (Trust Administration/Litigation)
- Special Needs Trust
- Guardianship
- Minor's Compromise
- Conservatorship
- LPS Conservatorship
- Elder Abuse Litigation (when Conservatorship is pending)
- Name Change
- Adoption
- Emancipation
- Termination of Parental Rights
- Fact of Birth, Death and Marriage
- Riese Petition (Mental Health)
- Writ of Habeas Corpus

Helpful Information for Elder Law, Trusts & Decedent's Estates

Professional Organizations

- OCBA Trust and Estates Section (2nd Wednesday of month @ The Villa, 510 E. Katella Ave, Orange, CA)
- OCBA Elder Law Section (2nd Friday of month @ Tustin Banquet Center, 721 W. First St., Tustin, CA)
- NAELA (Southern California section meets quarter annually in Long Beach, CA)
- Brown Bag Meetings at Probate Department L73

Resource Books

Probate

- Probate Code
- California Practice Guide: Probate (The Rutter Group)
- California Trust and Probate Litigation (CEB)

Trusts & Estates

- California Durable Powers of Attorney (CEB)
- California Trust Practice (CEB) by, Hartog & Dirkes
- Drafting California Revocable Trusts (CEB)

Conservatorship/Guardianship

- California Conservatorship Practice (CEB-Continuing Education of the Bar-California)

Public Benefits/Medi-Cal

- California Elder Law Resources, Benefits and Planning (CEB)

- California Guide to Tax, Estate & Financial Planning for the Elderly (LEXIS) by Zimring & Bashaw
- California Elder Law: An Advocate's Guide (CEB)

Other Codes, ect.

- Welfare and Institutions Code

Other Helpful Resources

Judicial Council Forms Website: www.courtinfo.ca.gov/forms/

California Rules of Court: www.courtinfo.ca.gov/rules/

O.C. Probate Court's Local Rules: www.occourts.org/directory/local-rules-of-court/

**ORANGE COUNTY SUPERIOR COURT
 PROBATE / MENTAL HEALTH DEPARTMENT
 341 THE CITY DRIVE, ORANGE, CALIFORNIA 92868**

COURT INFORMATION

<i>NAME</i>	<i>PHONE #</i>	<i>ASSIGNMENTS</i>
	AREA CODE (714)	
■ <i>DEPT. L72</i> JUDGE MARJORIE LAIRD CARTER SUPERVISING JUDGE OF PROBATE CLERK MARY TORREZ	935-7274	PROBATE TRIALS, T.S.C., M.S.C., LAW & MOTION
■ <i>DEPT. L73</i> JUDGE GERALD G. JOHNSTON CLERK ROTATING	935-6050	PROBATE CALENDARS & EX PARTES
■ <i>DEPT. L74</i> JUDGE GERALD G. JOHNSTON CLERK BEVERLY RITZ	935-6710	PROBATE TRIALS
■ <i>DEPT. L53</i> JUDGE RANDALL J. SHERMAN CALENDAR, CLERK JODI GAMBOA	935-7257	MENTAL HEALTH ADOPTIONS,
■ <i>DEPT. L74</i> COMMISSIONER JULIAN CIMBALUK CLERK JODI GAMBOA	935-7257	ADOPTIONS/ ABANDONMENTS, CONTESTED
■ <i>PROBATE INFORMATION AVAILABLE ONLINE AT WWW.OCCOURTS.ORG</i>		
* <i>TO VIEW THE COURT'S CALENDARS BY DATE:</i> GO TO PROBATE DROP DOWN MENU, SCROLL DOWN TO "CALENDARS," CLICK ON "CASES ON CALENDAR."		
* <i>TO VIEW EXAMINER NOTES:</i> GO TO PROBATE DROP DOWN MENU, SCROLL DOWN AND CLICK ON PROBATE NOTES ENTER CASE NUMBER THEN CLICK ON "GO."		
* <i>EX PARTE PROCEDURES:</i> GO TO PROBATE DROP DOWN MENU, SCROLL DOWN AND CLICK ON EX PARTE PROCEDURES.		
<i>QUESTIONS REGARDING EXAMINER NOTES:</i> TO EMAIL THE PROBATE CALENDAR COORDINATOR: PLEASE FOLLOW THE EMAIL GUIDELINES @ WWW.OCCOURTS.ORG/PROBATE		
■ <i>COURTROOM ASSISTANT</i> LUZ KORSGAARD	935-8056	
CLERK ANSWERS QUESTIONS RELATING TO THE COMPROMISE CALENDAR AND CITATIONS.		
■ <i>CLERK'S OFFICE</i>	935-6061	8:00AM - 5:00PM MON. - FRI.
THE OFFICE MAY ANSWER QUESTIONS REGARDING FILINGS, FEES AND GENERAL PROCEDURE, RELATING TO PROBATE MATTERS. THEY ARE PROHIBITED FROM GIVING LEGAL ADVICE.		
■ <i>ORDER CHECKER</i> LUZ KORSGAARD, RUTHIE VEYNA	935-8055	11:00AM - 12:00PM; MON.-FRI.
CLERK ANSWERS QUESTIONS RELATING TO THE SIGNING OF AN ORDER AFTER IT HAS BEEN HEARD BY THE COURT.		

PROBATE COURT SERVICES

- *PROBATE COURT SERVICES* 935-6672
THE OFFICE GIVES INFORMATION RELATING TO GUARDIANSHIP AND CONSERVATORSHIP INVESTIGATIONS.
- *PROPOSED CONSERVATORSHIP ORIENTATION*
ORIENTATION IS HELD EVERY TUESDAY (EXCEPT COURT HOLIDAYS) AT 3:00 PM TO 5 PM ON THE 5TH FLOOR OF THE COURTHOUSE, ROOM 507. CONSERVATOR HANDBOOK REQUIRED.

Rev. O6-25-08(DR)

O:PROBATE/FORMS AND PROCEDURES/DEPT. L73/COURT INFORMATION

Helpful Information for Elder Law, Trusts & Decedent's Estates

Professional Organizations

- OCBA Trust and Estates Section (2nd Wednesday of month @ O.C.M.A./Turnip Rose, 300 South Flower St. Orange, CA)
- OCBA Elder Law Section (2nd Friday of month @ O.C.M.A./Turnip Rose, 300 South Flower St. Orange, CA)
- NAELA (Southern California section meets quarter annually)
- Brown Bag Meetings at Probate Department (Dept. L-73) (quarter annually)

Resource Books

Probate

- Probate Code
- California Practice Guide: Probate (The Rutter Group)
- California Trust and Probate Litigation (CEB)

Trust & Estates

- California Durable Powers of Attorney (CEB)
- California Trust Practice (CEB) by, Hartog & Dirkes
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Conservatorship/Guardianship

- California Conservatorship Practice (CEB-Continuing Education of the Bar-Calif)

Public Benefits/Medi-Cal

- California Elder Law Resources, Benefits and Planning (CEB)
- California Guide to Tax, Estate & Financial Planning for the Elderly (LEXIS) by Zimring & Bashaw
- California Elder Law: An Advocate's Guide (CEB)
- Other Codes, etc.
- Welfare and Institutions Code

Other Helpful Resources

- Probate Court's Calendar (*see* www.occourts.org/probate/probatesched.asp)
- Judicial Council Forms Website (*see* www.courtinfo.ca.gov/forms/)
- California Rules of Court (*see* www.courtinfo.ca.gov/rules/)
- O.C. Probate Court's Local Rules (*see* www.occourts.org/home/ccrules/1ccrtabl.asp)

Probate Calendar Schedule to take effect 8/1/08

L53

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Jury Trials, Conservatorship Hearings		Conservatorship Hearings	Conservatorship Hearings	
9:00	Mental Health Court Trials & Rehearings, Orders to Show Cause		Mental Health Court Trials & Rehearings	Status Conferences & Rehearings	
11:00 a.m.					Adoption Order to Show Cause (OSC), Law & Motion
1:30 p.m.	Writs & Riseses, Medical Petitions, Firearm Petitions 1/3, Placement Reviews 2/4	HOPs, 6500s, 4800 Writs, Regional Center Client Hearings, Lanterman- Petris-Short (LPS) Hearings, Writs & Riseses		Writs & Riseses	Special Settings
1:45 p.m.			Adoptions		Adoption Overflow
2:00 p.m.					Facility Hearings

L72

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m.	Trials	Trials	Trials	Trials	Mandatory Settlement Conferences (MSC)
1:45 p.m.	Trial Setting Conferences (TSC)			Law & Motion	Mandatory Settlement Conferences (MSC)
2:00 p.m.					Pretrials
2:30 p.m.	Status Conferences & Orders to Show Cause (OSC)			Status Conferences & Orders to Show Cause (OSC)	

L73

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m.	Accounts & Misc.	Accounts & Misc.	Trust Accounts & Trusts Misc.	Accounts & Misc.	Minors Compromise
10:30 a.m.	Ex Parte	Ex Parte	Ex Parte	Ex Parte	
11:00 a.m.	Sales of Real Property				
1:45 p.m.	Guardianship Appointments	Conservator Appointments	Public Guardian/ Public Administrator 1 st , 2 nd , 4 th , 5 th Wed. of each month Private Professional 3 rd Wed. of mo.	New Petitions for Probate Spousal Prop Fact of Death Birth Marriage	Name Change
3:00 p.m.		Citations – 2 nd Tues. of mo.			

L74

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m.	Conservatorship Clinic – 1 st Monday of the month (except holidays)	Termination of Parental Rights	Hearings	Hearings	Mandatory Settlement Conferences (MSC)
11:00 a.m.				Contested Name Change (2 nd Thurs. of the mo.)	
1:30 p.m.	Guardianship Clinic – every Monday (except holidays)				Mandatory Settlement Conferences (MSC)

Probate Court

Court Location

Orange County Superior Court
Lamoreaux Justice Center
341 The City Drive
Orange, CA 92868

See [OC Superior Court Location Page](#) for more specific information on location.

Probate/Mental Health

- Adoption
- Conservatorship
- Emancipation
- Estate
- Guardianship
- LPS Conservatorship
- Minor's Compromise
- Name Change
- Probate of Will
- Riese Petition
- Termination of Parental Rights
- Writ of Habeas Corpus

[Probate Phone List](#)

Email Guidelines for Probate Requests for Continuances

Parties and attorneys may e-mail the court at ContinueProbate@occourts.org for all matters set on a calendar in Department L73 only. Your e-mail must contain the

following information:

- **SUBJECT LINE IN HEADING MUST COMPLETED AS FOLLOWS: HEARING DATE, TIME, DEPARTMENT, CASE NUMBER & NAME**
(Example: 02-22-06, 9:00, L73, A123456, SMITH)
- **FIRST LINE OF EMAIL MESSAGE: CASE NUMBER, CASE NAME, AND DESCRIPTION OF THE PLEADING ON CALENDAR**
- **REASON FOR REQUEST**
- **NO ATTACHMENTS**

CONTINUANCE QUALIFICATION GUIDELINES:

- ONLY matters scheduled in Department L73 will be considered. For matters scheduled in L72 and L53, contact those courtrooms directly.
- Requesting party is the petitioner, no prior continuance granted, no opposition - may be continued once with no appearance required.
- Requesting party is not the petitioner, no prior continuance granted, no opposition – continuance requires the agreement of the petitioner, which must be received via email in order to process the request via this email address.
- At prior hearing, parties or counsel have been ordered to return - may be continued one time with an advisement that a bench warrant is issued and held pending the new date at which an appearance is required.
- There is an objector or multiple petitions and petitioners - continuance requires the agreement of all, which must be received via email in order to process the request via this email address.
- Questions regarding probate notes see [Email Guidelines for Probate Notes](#).
- **Email that does not comply with the above may not be reviewed**

Please note: This procedure is intended solely for the purpose of requesting a continuance on specific cases currently set for hearing in Department L73. The Probate Staff cannot dispense legal advice or direct you on procedural alternatives.

All correspondence will be addressed on a priority basis according to hearing date. We will make every effort to respond by 5 P.M. prior to the hearing date.

Email Guidelines for Probate Note Questions

Parties and attorneys may e-mail the court at ProbateCalendar@occourts.org for all matters set on a calendar in Department L73. Your e-mail must contain the following information:

- **SUBJECT LINE IN HEADING MUST COMPLETED AS FOLLOWS: HEARING DATE, TIME, DEPARTMENT, CASE NUMBER & NAME**
(Example: 02-22-06, 9:00, L73, A123456, SMITH)

- **FIRST LINE OF EMAIL MESSAGE: CASE NUMBER, CASE NAME, AND DESCRIPTION OF THE PLEADING ON CALENDAR**
- A REFERENCE TO THE EXAMINERS NOTES PERTAINING TO THE PETITION ON CALENDAR AND YOUR DETAILED QUESTION SPECIFIC TO THAT CALENDARED MATTER.
- **NO ATTACHMENTS**

Further, email inquiries shall conform to the following guidelines:

- One email message per calendar matter per hearing date
- Five lines as to each deficiency or issue
- If a continuance is requested, see [Email Guidelines for Probate Requests for Continuances](#)
- **Email that does not comply with the above may not be reviewed**

Please note: This procedure is intended solely for the purpose of answering questions regarding probate notes on the specific cases currently set for hearing in Department L73 or for clarifying language, codes sections, court rules and policies as they relate to your examiner notes.

This procedure is not for:

- Confirmation of documents received by the court
- Confirmation that documents have been reviewed

To view your notes go to www.occourts.org/calendars/probatenotes.asp. The Probate Staff cannot dispense legal advice or direct you on procedural alternatives.

All correspondence will be addressed on a priority basis according to hearing date. We will make every effort to respond within two court days.

Probate Calendar/ Hearing Information

Petition

Petitions are set for hearing at the time of filing and are not reserved ahead of time. See [Probate Filing Fees](#) for information regarding petition fees.

Ex Parte

Ex parte petitions where no notice is given must be delivered to the Probate Clerk's Office and left for court review and determination. All ex parte petitions where notice has been given must be delivered to the Probate Clerk's office no later than 2:00 p.m. the day before the hearing. See [Probate Calendar Schedule](#) for hearing dates, times, and department. See [Probate Filing Fees](#) for information regarding fees.

Mental Health

See [Probate Calendar Schedule](#) for hearing dates, times, and department

Motion

See [Probate Calendar Schedule](#) for information regarding days, times, and departments for motions. See [Probate Filing Fees](#) for information regarding fees.

MSC and Trial

MSC and trial dates are set by the court in the course of the action

Minor's Compromise

[Minor's Comp Information Sheet](#)

Name Change

[Name Change Information Sheet](#)

General

For general questions, call the Probate Attorney between 10:30 a.m. and 11:30 a.m., Monday through Thursday at (714) 935-8065.

Orders

For discussion of orders, call the Probate Order Checker between 11:00 a.m. and 12:00 noon, Monday through Friday, at (714) 935-6052.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE AND FAX NOS.:	FOR COURT USE ONLY
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
GUARDIANSHIP OF (Name): <div style="text-align: right;">MINOR</div>	
PETITION FOR APPOINTMENT OF GUARDIAN OF <input type="checkbox"/> MINOR <input type="checkbox"/> MINORS <input type="checkbox"/> Person <input type="checkbox"/> Estate	CASE NUMBER:

1. **Petitioner (name):** _____ **requests that**
 a. (Name and address): _____ (Telephone): _____
 be appointed guardian of the PERSON of the minor and Letters issue upon qualification.
- b. (Name and address): _____ (Telephone): _____
 be appointed guardian of the ESTATE of the minor and Letters issue upon qualification.
- c. the proposed guardian be appointed for several minors who are brothers and sisters. The information requested in items 2-11 for each additional minor is supplied in Attachment 1c.
- d. (1) bond not be required because proposed guardian is a corporate fiduciary or an exempt government agency for the reasons stated in Attachment 1d.
- (2) \$ _____ bond be fixed. It will be furnished by an authorized surety company or as otherwise provided by law. (Specify reasons in Attachment 1d if the amount is different from minimum required by Prob. Code, § 8482.)
- (3) \$ _____ in deposits in a blocked account be allowed. Receipts will be filed. (Specify institution and location): _____
- e. authorization be granted under Probate Code section 2590 to exercise independently the powers specified in Attachment 14.
- f. orders relating to the powers and duties of the proposed guardian of the person under Probate Code sections 2351-2358 be granted (specify orders, facts, and reasons in Attachment 1f).
- g. an order dispensing with notice to the persons named in Attachment 15 be granted.
- h. other orders be granted (specify in Attachment 1h).
2. The minor is (name): _____ married unmarried
 (Present address and telephone): _____
3. Date of minor's birth: _____
4. Petitioner is
- a. related to the minor as (specify): _____
- b. a minor 12 years of age or older.
- c. other person on behalf of minor (specify): _____
5. The proposed guardian is
- a. nominee (affix nomination as Attachment 5).
- b. related to minor as (specify): _____
- c. other (specify): _____
6. a. The person having legal custody of the minor is (name and address): _____
- b. (Complete only if this person is one other than the person having legal custody.) The person having the care of the minor is (name and address): _____
7. The minor
- a. is is not a patient in or on leave of absence from a state institution under the jurisdiction of the State Department of Mental Health or the State Department of Developmental Services (specify state institution): _____
- b. is neither receiving nor entitled to receive is receiving or entitled to receive _____ benefits from the Veterans Administration (estimate amount of monthly benefit payable): \$ _____
- c. does does not have Native American ancestry. (Provide information required by Indian Child Welfare Act as Attachment 7c.)

Do NOT use this form for a temporary guardianship.

(Continued on reverse)

Attachment 7c.)

GUARDIANSHIP OF (Name):	CASE NUMBER:
MINOR	

8. Petitioner has has no knowledge that the minor is receiving public assistance benefits (specify in Attachment 8).
9. Petitioner has has no knowledge that there are any adoption, juvenile court, marriage dissolution, domestic relations, custody, or other similar proceedings affecting the minor (specify in Attachment 9).
10. Petitioner, with intent to adopt, has accepted or intends to accept physical care or custody of the minor.
11. A person other than the proposed guardian has been nominated by will other nomination (nomination affixed as Attachment 11) (specify name and address):
12. **Character and estimated value of property of the estate:**
 Personal property: \$
 Annual gross income from all sources, including real and personal property, wages, pensions, and public benefits: \$
Total: \$

 Real property: \$
13. Appointment of a guardian of the person estate of the minor is necessary and convenient for the reasons stated in Attachment 13. Parental custody of the minor would be detrimental for the reasons stated in Attachment 13.
14. Granting the proposed guardian of the estate powers to be exercised independently under Probate Code section 2590 would be to the advantage and benefit and in the best interest of the guardianship estate. Powers and reasons are specified in Attachment 14.
15. Notice to the persons named in Attachment 15 should be dispensed with under Probate Code section 1511 because they cannot with reasonable diligence be given notice (specify names and efforts to locate in Attachment 15) the giving of notice would be contrary to the interest of justice (specify names and reasons in Attachment 15).
16. (Complete this section only for a petition, other than one for appointment of a guardian of the estate only, filed by a person who is not related to the minor.)
- a. Petitioner is the proposed guardian and will promptly furnish all information requested by any agency referred to in Probate Code section 1543.
 Petitioner is not the proposed guardian. A statement by the proposed guardian that he or she will promptly furnish all information requested by any agency referred to in Probate Code section 1543 is affixed as Attachment 16a.
- b. The proposed guardian's home is is not a licensed foster family home.
- c. The proposed guardian has never filed any petition for adoption of the minor except as specified in Attachment 16c.
17. Filed with this petition are the following (see Judicial Council forms GC-211, GC-110, and MC-150):
 Consent of Proposed Guardian Waiver of Notice and Consent
 Nomination of Guardian Petition for Appointment of Temporary Guardian
 Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)

18. The names, residence addresses, and relationships of the father, mother, spouse, brothers, sisters, grandparents, and children of the minor, so far as known to petitioner, are as follows:

	<u>Relationship and name</u>	<u>Residence address</u>
a. Father:		
b. Mother:		
c. Grandparents:		
d.		
e. <input type="checkbox"/> List of names and addresses continued in Attachment 18.		

19. Number of pages attached: _____
 Date: _____

*(Signature of all petitioners also required (Prob. Code, § 1020).)
 I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 Date: _____

.....
 (TYPE OR PRINT NAME) _____ (SIGNATURE OF ATTORNEY *)

 (TYPE OR PRINT NAME) _____ (SIGNATURE OF PETITIONER)

 (TYPE OR PRINT NAME) _____ (SIGNATURE OF PETITIONER)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
GUARDIANSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name):	
<input type="checkbox"/> CONSENT OF PROPOSED GUARDIAN <input type="checkbox"/> NOMINATION OF GUARDIAN <input type="checkbox"/> CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE	CASE NUMBER:

CONSENT OF PROPOSED GUARDIAN

1. I consent to serve as guardian of the person estate of the minor.

Date: _____

(TYPE OR PRINT NAME)	(SIGNATURE OF PROPOSED GUARDIAN)
----------------------	----------------------------------

NOMINATION OF GUARDIAN

2. I am a parent of the minor a donor of a gift to the minor. I nominate (name and address):

as guardian of the person estate of the minor.

3. I am a parent of the minor a donor of a gift to the minor. I nominate (name and address):

as guardian of the person estate of the minor.

Date: _____

(TYPE OR PRINT NAME)	(SIGNATURE)
----------------------	-------------

NOTICE: The guardian of the person of a minor child has full legal and physical custody until the child becomes an adult or is adopted, the court changes guardians, or the court terminates the guardianship. Parents or other interested persons must petition the court to terminate the guardianship. The court will not do so unless the judge decides that termination would be in the child's best interest.

CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE

4. I consent to appointment of the guardian as requested in the *Petition for Appointment of Guardian of Minor*, filed on (date): . I am entitled to notice in this proceeding, but I waive notice of hearing of the petition, including notice of any request for independent powers contained in it. I waive timely receipt of a copy of the petition.

DATE	(TYPE OR PRINT NAME)	(SIGNATURE)	RELATIONSHIP TO MINOR
DATE	(TYPE OR PRINT NAME)	(SIGNATURE)	RELATIONSHIP TO MINOR
DATE	(TYPE OR PRINT NAME)	(SIGNATURE)	RELATIONSHIP TO MINOR

Continued on Attachment 4.

CONFIDENTIAL (DO NOT ATTACH TO PETITION)

GC-212

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
GUARDIANSHIP OF _____ (Name): _____	CASE NUMBER: _____
CONFIDENTIAL GUARDIAN SCREENING FORM Guardianship of <input type="checkbox"/> Person <input type="checkbox"/> Estate	HEARING DATE AND TIME: _____ DEPT.: _____
MINOR	

The proposed guardian must complete and sign this form. The person requesting appointment of a guardian must submit the completed and signed form to the court with the guardianship petition. This form must remain confidential.

How This Form Will Be Used

This form is **confidential** and will not be a part of the public file in this case. Each proposed guardian must complete and sign a separate copy of this form under rule 7.1001 of the California Rules of Court. The information provided will be used by the court and by persons and agencies designated by the court to assist the court in determining whether to appoint the proposed guardian as guardian. The proposed guardian **must** respond to each item.

1. a. **Proposed guardian (name):**
 b. Date of birth: _____
 c. Social security number: _____ d. Driver's license number: _____ State: _____
 e. Telephone numbers: Home: _____ Work: _____ Other: _____
2. I am I am not required to register as a sex offender under California Penal Code section 290. (If you checked "I am," explain in Attachment 2.)
3. I have I have not been charged with, arrested for, or convicted of a crime deemed to be a felony or a misdemeanor. (If you checked "I have," explain in Attachment 3.)
 (Check here if you have been arrested for drug or alcohol-related offenses.)
4. I have I have not had a restraining order or protective order filed against me in the last 10 years. (If you checked "I have," explain in Attachment 4.)
5. I am I am not receiving services from a psychiatrist, psychologist, or therapist for a mental health-related issue. (If you checked "I am," explain in Attachment 5.)
6. Do you, or does any other person living in your home, have a social worker or parole or probation officer assigned to him or her?
 Yes No (If you checked "Yes," explain in Attachment 6 and provide the name and address of each social worker, parole officer, or probation officer.)
7. Have you, or has any other person living in your home, been charged with, arrested for, or convicted of any form of child abuse, neglect, or molestation? Yes No (If you checked "Yes," explain in Attachment 7.)
8. I am I am not aware of any reports alleging any form of child abuse, neglect, or molestation made to any agency charged with protecting children (e.g., Child Protective Services) or any other law enforcement agency regarding me or any other person living in my home. (If you checked "I am," explain in Attachment 8 and provide the name and address of each agency.)
9. Have you, or has any other person living in your home, habitually used any illegal substances or abused alcohol?
 Yes No (If you checked "Yes," explain in Attachment 9.)

CONFIDENTIAL

GC-212

GUARDIANSHIP OF (Name):	CASE NUMBER:
MINOR	

10. Have you, or has any other person living in your home, been charged with, arrested for, or convicted of a crime involving illegal substances or alcohol?
 Yes No *(If you checked "Yes," explain in Attachment 10.)*
11. Do you or does any other person living in your home suffer from mental illness?
 Yes No *(If you checked "Yes," explain in Attachment 11.)*
12. Do you suffer from any physical disability that would impair your ability to perform the duties of guardian?
 Yes No *(If you checked "Yes," explain in Attachment 12.)*
13. I have or may have I do not have an adverse interest that the court may consider to be a risk to, or to have an effect on, my ability to faithfully perform the duties of guardian.
(If you checked "I have or may have," explain in Attachment 13.)
14. I have I have not previously been appointed guardian, conservator, executor, or fiduciary in another proceeding.
(If you checked "I have," explain in Attachment 14.)
15. I have I have not been removed as guardian, conservator, executor, or fiduciary in any other proceeding.
(If you checked "I have," explain in Attachment 15.)
16. I am I am not a private professional guardian, as defined in Probate Code section 2341.
 I have I have not filed with the court the information statement required by Probate Code section 2342. *(If you checked "I am" and "I have not," explain in Attachment 16.)*
17. I am I am not currently registered with the Statewide Registry of Conservators/Guardians/Trustees maintained by the California Department of Justice under Probate Code sections 2850-2855. My current registration will expire on (date):
(If you checked "I am not," explain why you are not registered in Attachment 17.)
18. I am I am not a responsible corporate officer authorized to act for (name of corporation):
 a California nonprofit charitable corporation that meets the requirements for appointment as guardian of the proposed ward under Probate Code section 2104. I certify that the corporation's articles of incorporation specifically authorize it to accept appointments as guardian. *(If you checked "I am," explain the circumstances of the corporation's care of, counseling of, or financial assistance to the proposed ward in Attachment 18.)*
19. I have I have not filed for bankruptcy protection within the last 10 years.
(If you checked "I have," explain in Attachment 19.)

MINORS' CONTACT INFORMATION

20. Minor's name:	School (name):	
Home telephone:	School telephone:	Other telephone:
21. Minor's name:	School (name):	
Home telephone:	School telephone:	Other telephone:
22. Minor's name:	School (name):	
Home telephone:	School telephone:	Other telephone:
<input type="checkbox"/> Information on additional minors is attached.		

DECLARATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME OF PROPOSED GUARDIAN)

(SIGNATURE OF PROPOSED GUARDIAN)*

* Each proposed guardian must fill out and file a separate screening form.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT:	
DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA)	CASE NUMBER: _____

1. I am a party to this proceeding to determine custody of a child.
2. My present address is not disclosed. It is confidential under Family Code section 3429. I have listed the address of the children presently residing with me as confidential.
3. (Number): _____ minor children are subject to this proceeding as follows:
(Insert the information requested below. The residence information must be given for the last FIVE years.)

a. Child's name		Place of birth	Date of birth	Sex
Period of residence to present	Address <input type="checkbox"/> Confidential	Person child lived with (name and present address)		Relationship
to				
to				
to				
to				
b. Child's name		Place of birth	Date of birth	Sex
<input type="checkbox"/> Residence information is the same as given above for child a. (If NOT the same, provide the information below.)				
Period of residence to present	Address <input type="checkbox"/> Confidential	Person child lived with (name and present address)		Relationship
to				
to				
to				

C. Additional children are listed on Attachment 3c. (Provide all requested information for additional children.)

SHORT TITLE: 	CASE NUMBER:
----------------------	----------------------

4. Have you participated as a party or a witness or in some other capacity in another litigation or custody proceeding, in California or elsewhere, concerning custody of a child subject to this proceeding?
 No Yes (If yes, provide the following information):

- a. Name of each child:

- b. I was a: party witness other (specify):
- c. Court (specify name, state, location):
- d. Court order or judgment (date):

5. Do you have information about a custody proceeding pending in a California court or any other court concerning a child in this case, other than that stated in item 4?
 No Yes (If yes, provide the following information):

- a. Name of each child:
- b. Nature of proceeding: dissolution or divorce guardianship adoption other (specify):
- c. Court (specify name, state, location):
- d. Status of proceeding:

6. One or more domestic violence restraining /protective orders are now in effect. (Attach a copy of the orders if you have one.)
 The orders are from the following court or courts (specify county and state):

- | | |
|---|---|
| a. <input type="checkbox"/> Criminal: County/state: _____
Case No. (if known): _____ | c. <input type="checkbox"/> Juvenile: County/state: _____
Case No. (if known): _____ |
| b. <input type="checkbox"/> Family: County/state: _____
Case No. (if known): _____ | d. <input type="checkbox"/> Other: County/state: _____
Case No. (if known): _____ |

7. Do you know of any person who is not a party to this proceeding who has physical custody or claims to have custody of or visitation rights with any child in this case?
 No Yes (If yes, provide the following information):

a. Name and address of person <input type="checkbox"/> Has physical custody <input type="checkbox"/> Claims custody rights <input type="checkbox"/> Claims visitation rights Name of each child	b. Name and address of person <input type="checkbox"/> Has physical custody <input type="checkbox"/> Claims custody rights <input type="checkbox"/> Claims visitation rights Name of each child	c. Name and address of person <input type="checkbox"/> Has physical custody <input type="checkbox"/> Claims custody rights <input type="checkbox"/> Claims visitation rights Name of each child
---	---	---

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 Date: _____

(TYPE OR PRINT NAME)	(SIGNATURE OF DECLARANT)
----------------------	--------------------------

8. Number of pages attached after this page:

NOTICE TO DECLARANT: You have a continuing duty to inform this court if you obtain any information about a custody proceeding in a California court or any other court concerning a child subject to this proceeding.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):		FOR COURT USE ONLY
TELEPHONE NO.:	FAX NO. (Optional):	
E-MAIL ADDRESS (Optional):		
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		CASE NUMBER:
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
GUARDIANSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE		
OF (Name):		MINOR
DUTIES OF GUARDIAN and Acknowledgment of Receipt		

DUTIES OF GUARDIAN

When you are appointed by the court as a guardian of a minor, you become an officer of the court and assume certain duties and obligations. An attorney is best qualified to advise you about these matters. You should clearly understand the information on this form. You will find additional information in the *Guardianship Pamphlet (for Guardianships of Children in the Probate Court)* (Form GC-205), which is available from the court.

1. GUARDIANSHIP OF THE PERSON

If the probate court appoints you as a *guardian of the person* for a child, you will be required to assume important duties and obligations.

- a. **Fundamental responsibilities** - The guardian of the person of a child has the care, custody, and control of the child. As guardian, you are responsible for providing for food, clothing, shelter, education, and all the medical and dental needs of the child. You must provide for the safety, protection, and physical and emotional growth of the child.
- b. **Custody** - As guardian of the person of the child, you have full legal and physical custody of the child and are responsible for **all** decisions relating to the child. The child's parents can no longer make decisions for the child while there is a guardianship. The parents' rights are suspended—not terminated—as long as a guardian is appointed for a minor.
- c. **Education** - As guardian of the person of the child, you are responsible for the child's education. You determine where the child should attend school. As the child's advocate within the school system, you should attend conferences and play an active role in the child's education. For younger children, you may want to consider enrolling the child in Head Start or other similar programs. For older children, you should consider their future educational needs such as college or a specialized school. You must assist the child in obtaining services if the child has special educational needs. You should help the child in setting and attaining his or her educational goals.
- d. **Residence** - As guardian, you have the right to determine where the child lives. The child will normally live with you, but when it is necessary, you are allowed to make other arrangements if it is in the best interest of the child. You should obtain court approval before placing the child back with his or her parents.

As guardian, you **do not** have the right to change the child's residence to a place outside of California unless you first receive the court's permission. If the court grants permission, California law requires that you establish legal guardianship in the state where the child will be living. Individual states have different rules regarding guardianships. You should seek additional information about guardianships in the state where you want the child to live.

(Continued on reverse)

DUTIES OF GUARDIAN (Probate)

GUARDIAN OF (Name):

MINOR

CASE NUMBER:

- e. **Medical treatment** - As guardian, you are responsible for meeting the medical needs of the child. In most cases, you have the authority to consent to the child's medical treatment. However, if the child is 14 years or older, surgery may not be performed on the child unless either (1) both the child and the guardian consent or (2) a court order is obtained that specifically authorizes the surgery. This holds true except in emergencies. A guardian may not place a child involuntarily in a mental health treatment facility under a probate guardianship. A mental health conservatorship proceeding is required for such an involuntary commitment. However, the guardian may secure counseling and other necessary mental health services for the child. The law also allows older and more mature children to consent to their own treatment in certain situations such as outpatient mental health treatment, medical care related to pregnancy or sexually transmitted diseases, and drug and alcohol treatment.
- f. **Community resources** - There are agencies in each county that may be helpful in meeting the specific needs of children who come from conflicted, troubled, or deprived environments. If the child has special needs, you must strive to meet those needs or secure appropriate services.
- g. **Financial support** - Even when the child has a guardian, the parents are still obligated to financially support the child. The guardian may take action to obtain child support. The child may also be eligible for Temporary Aid for Needy Families, TANF (formerly known as AFDC), social security benefits, Veterans Administration benefits, Indian child welfare benefits, and other public or private funds.
- h. **Visitation** - The court may require that you allow visitation or contact between the child and his or her parents. The child's needs often require that the parent-child relationship be maintained, within reason. However, the court may place restrictions on the visits, such as the requirement of supervision. The court may also impose other conditions in the child's best interest.
- i. **Driver's license** - As guardian of the person, you have the authority to consent to the minor's application for a driver's license. If you consent, you will become liable for any civil damages that may result if the minor causes an accident. The law requires that anyone signing the DMV application obtain insurance to cover the minor.
- j. **Enlistment in the armed services** - The guardian may consent to a minor's enlistment in the armed services. If the minor enters into active duty with the armed forces, the minor becomes emancipated under California law.
- k. **Marriage** - For the minor to marry, the guardian **and the court** must give permission. If the minor enters a valid marriage, the minor becomes emancipated under California law.
- l. **Change of address** - A guardian must notify the court in writing of any change in the address of either the child or the guardian. This includes any changes that result from the child's leaving the guardian's home or returning to the parent's home. You **must** always obtain **court permission** before you move the child to another state or country.
- m. **Court visitors and status reports** - Some counties have a program in which "court visitors" track and review guardianships. If your county has such a program, you will be expected to cooperate with all requests of the court visitor. As guardian, you may also be required to fill out and file status reports. In all counties, you must cooperate with the court and court investigators.
- n. **Misconduct of the child** - A guardian, like a parent, is liable for the harm and damages caused by the willful misconduct of a child. There are special rules concerning harm caused by the use of a firearm. If you are concerned about your possible liability, you should consult an attorney.
- o. **Additional responsibilities** - The court may place other conditions on the guardianship or additional duties upon you, as guardian. For example, the court may require the guardian to complete counseling or parenting classes, to obtain specific services for the child, or to follow a scheduled visitation plan between the child and the child's parents or relatives. As guardian, you must follow all court orders.

(Continued on page three)

GUARDIAN OF (Name):

CASE NUMBER:

MINOR

- p. **Termination of guardianship of the person** - A guardianship of the person automatically ends when the child reaches the age of 18, is adopted, marries, is emancipated by court order, enters into active military duty, or dies. If none of these events has occurred, the child, a parent, or the guardian may petition the court for termination of guardianship. But it must be shown that the guardianship is no longer necessary or that termination of the guardianship is in the child's best interest.

2. GUARDIANSHIP OF THE ESTATE

If the court appoints you as *guardian of the child's estate*, you will have additional duties and obligations. The money and other assets of the child are called the child's "estate." Appointment as guardian of a child's estate is taken very seriously by the court. The guardian of the estate is required to manage the child's funds, collect and make an inventory of the assets, keep accurate financial records, and regularly file financial accountings with the court.

MANAGING THE ESTATE

- a. **Prudent investments** - As guardian of the estate, you must manage the child's assets with the care of a prudent person dealing with someone else's property. This means that you must be cautious and may not make speculative or risky investments.
- b. **Keeping estate assets separate** - As guardian of the estate, you must keep the money and property of the child's estate separate from everyone else's, including your own. When you open a bank account for the estate, the account name must indicate that it is a *guardianship* account and not your personal account. You should use the child's social security number when opening estate accounts. You should never deposit estate funds in your personal account or otherwise mix them with your own funds or anyone else's funds, even for brief periods. Securities in the estate must be held in a name that shows that they are estate property and not your personal property.
- c. **Interest-bearing accounts and other investments** - Except for checking accounts intended for ordinary expenses, you should place estate funds in interest-bearing accounts. You may deposit estate funds in insured accounts in federally insured financial institutions, but you should not put more than \$100,000 in any single institution. You should consult with an attorney before making other kinds of investments.
- d. **Blocked accounts** - A *blocked account* is an account with a financial institution in which money is placed. No person may withdraw funds from a blocked account without the court's permission. Depending on the amount and character of the child's property, the guardian may elect **or the court may require** that estate assets be placed in a blocked account. As guardian of the estate, you must follow the directions of the court and the procedures required to deposit funds in this type of account. The use of a blocked account is a safeguard and may save the estate the cost of a bond.
- e. **Other restrictions** - As guardian of the estate, you will have many other restrictions on your authority to deal with estate assets. Without prior court order, you **may not** pay fees to yourself or your attorney. You may not make a gift of estate assets to anyone. You may not borrow money from the estate. As guardian, you may not use estate funds to purchase real property without a prior court order. If you do not obtain the court's permission to spend estate funds, you may be compelled to reimburse the estate from your own personal funds and may be removed as guardian. You should consult with an attorney concerning the legal requirements relating to sales, leases, mortgages, and investment of estate property. If the child of whose estate you are the guardian has a living parent or if that child receives assets or is entitled to support from another source, you must obtain court approval before using guardianship assets for the child's support, maintenance, or education. You must file a petition or include a request for approval in the original petition, and set forth which exceptional circumstances justify any use of guardianship assets for the child's support. The court will ordinarily grant such a petition for only a limited period of time, usually not to exceed one year, and only for specific and limited purposes.

INVENTORY OF ESTATE PROPERTY

- f. **Locate the estate's property** - As guardian of the estate, you must locate, take possession of, and protect the child's income and assets that will be administered in the estate. You must change the ownership of all assets into the guardianship estate's name. For real estate, you should record a copy of your *Letters of Guardianship* with the county recorder in each county where the child owns real property.

(Continued on reverse)

- g. **Determine the value of the property** - As guardian of the estate, you must arrange to have a court-appointed referee determine the value of the estate property unless the appointment is waived by the court. You—not the referee—must determine the value of certain "cash items." An attorney can advise you about how to do this.
- h. **File an inventory and appraisal** - As guardian of the estate, you must file an inventory and appraisal within 90 days after your appointment. You may be required to return to court 90 days after your appointment as guardian of the estate to ensure that you have properly filed the inventory and appraisal.

INSURANCE

- i. **Insurance coverage** - As guardian of the estate, you should make sure that there is appropriate and sufficient insurance covering the assets and risks of the estate. You should maintain the insurance in force throughout the entire period of the guardianship or until the insured asset is sold.

RECORD KEEPING AND ACCOUNTING

- j. **Records** - As guardian of the estate, you must keep complete, accurate records of each financial transaction affecting the estate. The checkbook for the guardianship checking account is essential for keeping records of income and expenditures. You should also keep receipts for all purchases. Record keeping is critical because you will have to prepare an accounting of all money and property that you have received, what you have spent, the date of each transaction, and its purpose. You will also have to be able to describe in detail what is left after you have paid the estate's expenses.
- k. **Accountings** - As guardian of the estate, you must file a petition requesting that the court review and approve your accounting one year after your appointment and at least every two years after that. The court may ask that you justify some or all expenditures. You should have receipts and other documents available for the court's review, if requested. If you do not file your accounting as required, the court will order you to do so. You may be removed as guardian for failure to file an accounting.
- l. **Format** - As guardian of the estate, you must comply with all state and local rules when filing your accounting. A particular format is specified in the Probate Code, which you must follow when you present your account to the court. You should check local rules for any special local requirements.
- m. **Legal advice** - An attorney can advise you and help you prepare your inventories, accountings, and petitions to the court. If you have questions, you should consult with an attorney.

3. OTHER GENERAL INFORMATION

- a. **Removal of a guardian** - A guardian may be removed for specific reasons or when it is in the child's best interest. A guardian may be removed either on the court's own motion or by a petition filed by the child, a relative of the child, or any other interested person. If necessary, the court may appoint a successor guardian, or the court may return the child to a parent if that is found to be in the child's best interest.
- b. **Legal documents** - For your appointment as guardian to be valid, the *Order Appointing Guardian of Minor* must be signed. Once the court signs the order, the guardian **must** go to the clerk's office, where *Letters of Guardianship* will be issued. *Letters of Guardianship* is a legal document that provides proof that you have been appointed and are serving as the guardian of a minor. You should obtain several certified copies of the *Letters* from the clerk. These legal documents will be of assistance to you in the performance of your duties, such as enrolling the child in school, obtaining medical care, and taking care of estate business.
- c. **Attorneys and legal resources** - If you have an attorney, the attorney will advise you on your duties and responsibilities, the limits of your authority, the rights of the child, and your dealings with the court. **If you have legal questions, you should consult with your attorney.** Please remember that the court staff cannot give you legal advice.

(Continued on page five)

GUARDIAN OF (Name):	MINOR	CASE NUMBER:
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If you are not represented by an attorney, you may obtain answers to your questions by contacting community resources, private publications, or your local law library.

NOTICE: This statement of duties is a summary and is not a complete statement of the law. Your conduct as a probate guardian is governed by the law itself and not by this summary.

ACKNOWLEDGMENT OF RECEIPT

1. I have petitioned the court to be appointed as a guardian.
2. I acknowledge that I have received a copy of this statement of the duties of the position of guardian.

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PETITIONER)

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PETITIONER)

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PETITIONER)

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar number, and address):</i> TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
<input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF <i>(Name):</i> _____ <input type="checkbox"/> MINOR <input type="checkbox"/> (PROPOSED) CONSERVATEE	
NOTICE OF HEARING—GUARDIANSHIP OR CONSERVATORSHIP	CASE NUMBER: _____

**This notice is required by law.
 This notice does not require you to appear in court, but you may attend the hearing if you wish.**

1. NOTICE is given that *(name):*
(representative capacity, if any):
 has filed *(specify):*

2. You may refer to documents on file in this proceeding for more information. *(Some documents filed with the court are confidential. Under some circumstances you or your attorney may be able to see or receive copies of confidential documents if you file papers in the proceeding or apply to the court.)*


3. The petition includes an application for the independent exercise of powers by a guardian or conservator under Probate Code section 2108 Probate Code section 2590.
 Powers requested are specified below specified in Attachment 3.

4. A HEARING on the matter will be held as follows:

a. Date: _____ Time: _____ Dept.: Room:

b. Address of court same as noted above is *(specify):* _____

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available upon request if at least 5 days notice is provided. Contact the clerk's office for *Request for Accommodations by Persons with Disabilities and Order* (form MC-410). (Civil Code section 54.8.)



<input type="checkbox"/> GUARDIANSHIP	<input type="checkbox"/> CONSERVATORSHIP OF THE	<input type="checkbox"/> PERSON	<input type="checkbox"/> ESTATE	CASE NUMBER:
OF (Name):				
	<input type="checkbox"/> MINOR	<input type="checkbox"/> (PROPOSED) CONSERVATEE		

NOTE: *

A copy of this *Notice of Hearing—Guardianship or Conservatorship* ("Notice") must be "served" on—delivered to—each person who has the right under the law to be notified of the date, time, place, and purpose of a court hearing in a guardianship or conservatorship. Copies of this Notice may be served by mail in most situations. In a guardianship, however, copies of this Notice must sometimes be personally served on certain persons; and copies of this Notice may be personally served instead of served by mail in both guardianships and conservatorships. The petitioner (the person who requested the court hearing) **may not personally perform either service by mail or personal service**, but must show the court that copies of this Notice have been served in a way the law allows. The petitioner does this by arranging for someone else to perform the service and complete and sign a proof of service, which the petitioner then files with the original Notice.

This page contains a proof of service that may be used only to show service by mail. To show personal service, each person who performs the service must complete and sign a proof of personal service, and each signed copy of that proof of service must be attached to this Notice when it is filed with the court. You may use form GC-020(P) to show personal service of this Notice.

* (This Note replaces the clerk's certificate of posting on prior versions of this form. If notice by posting is desired, attach a copy of form GC-020(C), Clerk's Certificate of Posting Notice of Hearing—Guardianship or Conservatorship. (See Prob. Code, § 2543(c).)

PROOF OF SERVICE BY MAIL

1. I am over the age of 18 and not a party to this cause. I am a resident of or employed in the county where the mailing occurred.
2. My residence or business address is (*specify*):

3. I served the foregoing *Notice of Hearing—Guardianship or Conservatorship* on each person named below by enclosing a copy in an envelope addressed as shown below AND
 - a. **depositing** the sealed envelope with the United States Postal Service on the date and at the place shown in item 4 with the postage fully prepaid.
 - b. **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

4. a. Date mailed: _____ b. Place mailed (*city, state*): _____

5. I served with the *Notice of Hearing—Guardianship or Conservatorship* a copy of the petition or other document referred to in the Notice.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

_____ <small>(TYPE OR PRINT NAME OF PERSON COMPLETING THIS FORM)</small>	 <small>(SIGNATURE OF PERSON COMPLETING THIS FORM)</small>
---	---

NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED

	<u>Name of person served</u>	<u>Address (number, street, city, state, and zip code)</u>
1.		
2.		
3.		
4.		

Continued on an attachment. (*You may use form DE-120(MA)/GC-020(MA) to show additional persons served.*)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):	TELEPHONE AND FAX NOS.:	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		
STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
GUARDIANSHIP OF (Name):		
MINOR		
LETTERS OF GUARDIANSHIP <input type="checkbox"/> Person <input type="checkbox"/> Estate		CASE NUMBER:

LETTERS

1. (Name):
is appointed guardian of the person estate
of (name):
2. Other powers have been granted and conditions have
been imposed as follows:
 - a. Powers to be exercised independently under
Probate Code section 2590 as specified in
Attachment 2a (specify powers, restrictions,
conditions, and limitations).
 - b. Conditions relating to the care and custody of
the property under Probate Code section
2402 as specified in Attachment 2b.
 - c. Conditions relating to the care, treatment,
education, and welfare of the minor under
Probate Code section 2358 as specified in
Attachment 2c.
 - d. Other (specify in Attachment 2d).
3. The guardian is not authorized to take possession of
money or any other property without a specific court
order.
4. Number of pages attached: _____

AFFIRMATION

I solemnly affirm that I will perform the duties of guardian according to law.

Executed on (date):

at (place):



(SIGNATURE OF APPOINTEE)

CERTIFICATION

I certify that this document and any attachments is a correct copy of the original on file in my office, and that the Letters issued to the person appointed above have not been revoked, annulled, or set aside and are still in full force and effect.

WITNESS, clerk of the court, with seal of the court affixed.

(SEAL)

Date:

Clerk, by

(DEPUTY)

WITNESS, clerk of the court, with seal of the court affixed.

(SEAL)

Date:

Clerk, by

(DEPUTY)

LETTERS OF GUARDIANSHIP

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE AND FAX NOS.:	FOR COURT USE ONLY
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
GUARDIANSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): <div style="text-align: right;">MINOR</div>	
ORDER APPOINTING GUARDIAN OF <input type="checkbox"/> MINOR <input type="checkbox"/> MINORS	CASE NUMBER:
WARNING: THIS APPOINTMENT IS NOT EFFECTIVE UNTIL LETTERS HAVE ISSUED.	

1. The petition for appointment of guardian came on for hearing as follows (check boxes c, d, and e to indicate personal presence):

- a. Judge (name):
- b. Hearing date: _____ Time: _____ Dept.: _____ Room: _____
- c. Petitioner (name):
- d. Attorney for Petitioner (name):
- e. Attorney for minor (name, address, and telephone):

THE COURT FINDS

- 2. a. All notices required by law have been given.
- b. Notice of hearing to the following persons has been should be dispensed with (names):
- 3. Appointment of a guardian of the person estate of the minor is necessary and convenient.
- 4. Granting the guardian powers to be exercised independently under Probate Code section 2590 is to the advantage and benefit and is in the best interest of the guardianship estate.
- 5. Attorney (name): _____ has been appointed by the court as legal counsel to represent the minor in these proceedings. The cost for representation is: \$ _____
- 6. The appointed court investigator, probation officer, or domestic relations investigator is (name, title, address, and telephone):

THE COURT ORDERS

- 7. a. (Name): _____
 (Address): _____ (Telephone): _____

is appointed guardian of the PERSON of (name): _____
 and Letters shall issue upon qualification.

Do NOT use this form for a temporary guardianship.

(Continued on reverse)

ORDER APPOINTING GUARDIAN OF MINOR

GUARDIANSHIP OF (Name):	CASE NUMBER:
MINOR	

7. b. (Name): _____
 (Address): _____ (Telephone): _____

is appointed guardian of the ESTATE of (name): _____
 and Letters shall issue upon qualification.

8. Notice of hearing to the persons named in item 2b is dispensed with.

9. a. Bond is not required.

b. Bond is fixed at: \$ _____ to be furnished by an authorized surety company or as otherwise provided by law.

c. Deposits of: \$ _____ are ordered to be placed in a blocked account at (specify institution and location): _____

and receipts shall be filed. No withdrawals shall be made without a court order. Additional orders in Attachment 9c.

d. The guardian is not authorized to take possession of money or any other property without a specific court order.

10. For legal services rendered on behalf of the minor, parents of the minor minor's estate shall pay to (name): _____ the sum of: \$ _____

forthwith as follows (specify terms, including any combination of payors): _____

11. The guardian of the estate is granted authorization under Probate Code section 2590 to exercise independently the powers specified in Attachment 11 subject to the conditions provided.

12. Orders are granted relating to the powers and duties of the guardian of the person under Probate Code sections 2351-2358 as specified in Attachment 12.

13. Orders are granted relating to the conditions imposed under Probate Code section 2402 upon the guardian of the estate as specified in Attachment 13.

14. Other orders as specified in Attachment 14 are granted.

15. The probate referee appointed is (name and address): _____

16. Number of boxes checked in items 8-15: _____

17. Number of pages attached: _____

Date: _____

 JUDGE OF THE SUPERIOR COURT
 SIGNATURE FOLLOWS LAST ATTACHMENT

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
GUARDIANSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): _____ MINOR	CASE NUMBER: _____
PETITION FOR TERMINATION OF GUARDIANSHIP	HEARING DATE AND TIME: _____ DEPT.: _____

1. Petitioner (name): _____ **requests that**
 a. the guardianship of the PERSON of (minor): _____ **be terminated.**
 b. the guardianship of the ESTATE of (minor): _____ **be terminated.**
 (1) The estate has been entirely exhausted through expenditures or disbursements (Probate Code, § 2626).
 (2) The estate falls within the provisions of Probate Code section 2628(b) (small estate), and no accounts have been required.
 (3) Other (specify): _____

2. Petitioner is the minor minor's guardian minor's parent.
 3. (Name): _____ was appointed guardian of the PERSON
 of the minor named in item 1a on (date): _____
 4. (Name): _____ was appointed guardian of the ESTATE
 of the minor named in item 1b on (date): _____
 5. It is in the best interest of the minor that the guardianship of the person estate be terminated for the reasons
 stated in Attachment 5 stated below (specify): _____

6. A request for special notice
 a. has not been filed.
 b. has been filed and notice will be given to (names): _____

7. Notice to the persons identified in Attachment 7 should be dispensed with because
 a. they cannot with reasonable diligence be given notice (specify names and efforts to locate in Attachment 7).
 b. other good cause exists to dispense with notice (specify names and reasons in Attachment 7).
 8. Petitioner is the minor's guardian. Petitioner requests reasonable visitation with the minor after termination of the guardianship as specified in Attachment 8. A completed Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (form FL-105/GC-120) is also attached.

NOTICE: This guardianship will terminate automatically when the child reaches age 18. No petition or court order is necessary to terminate the guardianship at that time. Nevertheless, if this is a guardianship of the estate, termination of the guardianship does not eliminate the requirement that a final report or account must be filed. (See Prob. Code, § 1600.)

GUARDIANSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): _____ <div style="text-align: right;">MINOR</div>	CASE NUMBER: _____
--	--------------------

9. The names and residence addresses of the guardian, minor, and minor's parents, brothers, sisters, and grandparents are (specify):
- a. Guardian: _____
 - b. Minor: _____
 - c. Father: _____
 - d. Mother: _____
 - e. Brother or sister: _____
 - f. Brother or sister: _____
 - g. Brother or sister: _____
 - h. Maternal grandfather: _____
 - i. Maternal grandmother: _____
 - j. Paternal grandfather: _____
 - k. Paternal grandmother: _____
 - l. Additional names and addresses continued on Attachment 9.

10. Number of pages attached: _____

Date: _____

(SIGNATURE OF ATTORNEY OR PETITIONER WITHOUT AN ATTORNEY *)

* (Signature of all petitioners also required (Prob. Code, § 1020).)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

CONSENT TO TERMINATION AND WAIVER OF SERVICE AND NOTICE OF HEARING

11. I consent to the termination of the guardianship of the person estate of the minor and waive service of a copy of, and notice of the hearing on, this petition.

Date: _____ (TYPE OR PRINT NAME) (SIGNATURE OF MINOR * GUARDIAN PARENT OTHER)

Date: _____ (TYPE OR PRINT NAME) (SIGNATURE OF MINOR * GUARDIAN PARENT OTHER)

Date: _____ (TYPE OR PRINT NAME) (SIGNATURE OF MINOR * GUARDIAN PARENT OTHER)

Date: _____ (TYPE OR PRINT NAME) (SIGNATURE OF MINOR * GUARDIAN PARENT OTHER)

Additional signatures on Attachment 11.

* Minor over 12 years of age.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE AND FAX NOS.:	FOR COURT USE ONLY
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
TEMPORARY <input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP OF (Name): <div style="text-align: right;"> <input type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE </div>	
PETITION FOR APPOINTMENT OF TEMPORARY <input type="checkbox"/> GUARDIAN <input type="checkbox"/> CONSERVATOR <input type="checkbox"/> Person <input type="checkbox"/> Estate	CASE NUMBER:

1. **Petitioner** (name of each): _____ requests that
 a. (Name and address): _____

be appointed temporary guardian conservator of the PERSON of the
 minor proposed conservatee and Letters issue upon qualification.

b. (Name and address): _____

be appointed temporary guardian conservator of the ESTATE of the
 minor proposed conservatee and Letters issue upon qualification.

- c. (1) bond not be required for the reasons stated in Attachment 1c.
 (2) \$ _____ bond be fixed. It will be furnished by an admitted surety insurer or as otherwise provided by law.
(Specify reasons in Attachment 1c if the amount is different from maximum required by Probate Code section 2320.)
 (3) \$ _____ in deposits in a blocked account be allowed. Receipts will be filed. *(Specify institution and location):*

d. the powers specified in Attachment 1d be granted in addition to the powers provided by law.

e. an order be granted dispensing with notice to the minor proposed conservatee minor's mother
 minor's father other person having a visitation order for the reasons stated in Attachment 1e. *(Identify each by name and relationship.)*

f. other orders be granted *(specify in Attachment 1f)*.

2. The minor proposed conservatee is (name): _____
 Present address: _____

Telephone: _____

3. The minor proposed conservatee requires a temporary guardian conservator to provide for temporary care, maintenance, and support protect property from loss or injury because *(facts are specified below specified in Attachment 3):*

(Continued on reverse)

TEMPORARY <input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP OF (Name): _____ <div style="text-align: right; margin-top: 5px;"> <input type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE </div>	CASE NUMBER: _____
---	--------------------

4. The temporary guardianship conservatorship is required
- pending the hearing on the petition for appointment of a general guardian conservator.
 - pending the appeal under Probate Code section 2750.
 - during the suspension of powers of the guardian conservator.

5. Character and estimated value of the property of the estate:

- Personal property: \$ _____
- Annual gross income from all sources, including real and personal property, wages, pensions, and public benefits: \$ _____
- Total:** \$ _____

6. CHANGE OF RESIDENCE OF PROPOSED CONSERVATEE

- a. Petitioner requests that the residence of the proposed conservatee be changed to (address):

The proposed conservatee will suffer irreparable harm if his or her residence is not changed as requested and no means less restrictive of the proposed conservatee's liberty will suffice to prevent the harm because (precise reasons are stated below stated in attachment 6a):

- b. The proposed conservatee must be removed from the State of California to permit the performance of the following non-psychiatric medical treatment essential to the proposed conservatee's physical survival. The proposed conservatee consents to this medical treatment. (Facts and place of treatment are specified below specified in Attachment 6b.)

c. (Change of residence only) The proposed conservatee

- will attend the hearing.
- is able but unwilling to attend the hearing, does not wish to contest the establishment of a conservatorship, does not object to the proposed conservator, and does not prefer that another person act as conservator.
- is unable to attend the hearing because of medical inability. An affidavit or certificate of a licensed medical practitioner or an accredited religious practitioner is affixed as Attachment 6c.
- is not the petitioner, is out of state, and will not attend the hearing.

- d. (Change of residence only) Filed with this petition is a proposed Order Appointing Court Investigator (form GC-330).

7. Petitioner believes the minor proposed conservatee will will not attend the hearing.

8. Number of pages attached: _____

Date: _____

* (Signature of petitioner also required (Prob. Code, § 1020).)

(SIGNATURE OF ATTORNEY *)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

.....
(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

.....
(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):
After recording return to:

TELEPHONE NO.:
FAX NO. (Optional):
E-MAIL ADDRESS (Optional):
ATTORNEY FOR (Name):

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

STREET ADDRESS:
MAILING ADDRESS:
CITY AND ZIP CODE:
BRANCH NAME:

TEMPORARY GUARDIANSHIP CONSERVATORSHIP
OF (Name):

FOR RECORDER'S USE ONLY

CASE NUMBER:

LETTERS OF TEMPORARY GUARDIANSHIP CONSERVATORSHIP
 Person Estate

FOR COURT USE ONLY

LETTERS

- (Name):
is appointed temporary guardian conservator of the person
 estate of (name):
- Other powers have been granted or restrictions imposed on the temporary
 guardian conservator as specified below
 specified in Attachment 2.
- These Letters shall expire
 - on (date): _____ or upon earlier issuance of Letters to a general
guardian or conservator.
 - other date (specify): _____
- The temporary guardian conservator is not authorized to take possession of money or any other property
without a specific court order.
- Number of pages attached: _____

WITNESS, clerk of the court, with seal of the court affixed.

(SEAL)

Date: _____

Clerk, by _____

(DEPUTY)

AFFIRMATION

I solemnly affirm that I will perform the duties of temporary guardian conservator according to law.
Executed on (date): _____
at (place): _____, California.

(SEAL)

WITNESS, clerk of the court, with
seal of the court affixed.

Date: _____

Clerk, by _____

(DEPUTY)

(SIGNATURE OF APPOINTEE)

CERTIFICATION

I certify that this document and any attachments is a correct copy of
the original on file in my office, and that the Letters issued to the
person appointed above have not been revoked, annulled, or set
aside and are still in full force and effect.

LETTERS OF TEMPORARY
GUARDIANSHIP OR CONSERVATORSHIP

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): TELEPHONE AND FAX NOS.:	FOR COURT USE ONLY
ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
TEMPORARY <input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP OF THE <input type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): <input type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE	
ORDER APPOINTING TEMPORARY <input type="checkbox"/> GUARDIAN <input type="checkbox"/> CONSERVATOR	CASE NUMBER:
WARNING: THIS APPOINTMENT IS NOT EFFECTIVE UNTIL LETTERS HAVE ISSUED.	

1. The petition for appointment of a temporary guardian conservator came on for hearing as follows (check boxes c and d to indicate personal presence):
- a. Judge (name):
 - b. Hearing date: _____ Time: _____ Dept.: _____ Room: _____
 - c. Petitioner (name):
 Attorney for petitioner (name):
 - d. Minor Conservatee (name):
 Attorney for minor conservatee (name):

THE COURT FINDS

- 2. a. Notice of time and place of hearing has been given as required by law.
- b. Notice of time and place of hearing has been should be dispensed with for (names):
- 3. It is necessary that a temporary guardian conservator be appointed to provide for temporary care, maintenance, and support protect property from loss or injury.
 pending the hearing on the petition for appointment of a general guardian conservator.
 pending an appeal under Probate Code section 1301.
 during the suspension of powers of the guardian conservator.
- 4. To prevent irreparable harm, the residence of the conservatee must be changed. No means less restrictive of the conservatee's liberty will prevent irreparable harm.
- 5. The conservatee must be removed from the State of California to permit the performance of nonpsychiatric medical treatment essential to the conservatee's physical survival. The conservatee consents to this medical treatment.
- 6. The conservatee need not attend the hearing on change of residence or removal from the State of California.

THE COURT ORDERS

7. a. (Name): _____ (Address): _____ (Telephone): _____

is appointed temporary guardian conservator of the PERSON of _____ (name): _____ and Letters shall issue upon qualification

(Continued on reverse)

TEMPORARY <input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP <input type="checkbox"/> OF (Name): _____ _____ <div style="text-align: right;"> <input type="checkbox"/> MINOR <input type="checkbox"/> CONSERVATEE </div>	CASE NUMBER: _____
--	--------------------

7. b. (Name): _____

(Address): _____

(Telephone): _____

is appointed temporary guardian conservator of the ESTATE of _____
 (name): _____ and Letters shall issue upon qualification.

8. Notice of hearing to the persons named in item 2b is dispensed with.

9. a. Bond is not required.

b. Bond is fixed at: \$ _____ to be furnished by an authorized surety company or as otherwise provided by law.

c. Deposits of: \$ _____ are ordered to be placed in a blocked account at (specify institution and location): _____

d. The temporary guardian conservator is not authorized to take possession of money or any other property without a specific court order. Additional orders in Attachment 9c. and receipts shall be filed. No withdrawals shall be made without a court order.

10. The conservator is authorized to change the residence of the conservatee to (address): _____

11. The conservator is authorized to remove the conservatee from the State of California to the following address to permit the performance of nonpsychiatric medical treatment essential to the conservatee's physical survival (address): _____

12. The conservatee need not attend the hearing on change of residence or removal from the State of California.

13. In addition to the powers granted by law, the temporary conservator is granted other powers. These powers are specified in Attachment 13 below (specify): _____

14. Other orders as specified in Attachment 14 are granted.

15. Unless modified by further order of the court, this order expires on (date): _____

16. Number of boxes checked in items 8-15: _____

17. Number of pages attached: _____

Date: _____

 JUDGE OF THE SUPERIOR COURT
 SIGNATURE FOLLOWS LAST ATTACHMENT

Probate / Mental Health



Hon. Mary Fingal Schulte, Supervising
Judge

Hon. Caryl A. Lee

Hon. Randall J. Sherman

Probate Case Types

- ✓ Fact of Birth, Death or Marriage
- ✓ Decedent's Estate
- ✓ Trusts
- ✓ Probate of Will
- ✓ Conservatorship
- ✓ Guardianship
- ✓ Minor's Compromise
- ✓ Name Change

Mental Health Case Types

- ✓ Lanterman-Petris-Short Act (LPS) Conservatorship
- ✓ Riese Petition
- ✓ Writ of Habeas Corpus
- ✓ Weapons Petition

Family Law Case Types

- ✓ Termination of Parental Rights
- ✓ Freedom from Parental Control and Custody
- ✓ Adoption
- ✓ Emancipation

Unique Aspects of Probate / Mental Health

- ✓ Judicial Officers
 - ✓ Supervision Role, Non-adversarial Court
- ✓ Probate Examiners
- ✓ Probate Court Investigators
- ✓ No Paper Files, Paper-on-demand

Structure

- ✓ 3 Courtrooms
- ✓ Clerk's Office (3 filing windows)
- ✓ 3 Judicial Officers
- ✓ 3 Probate Attorneys (temporary judges)
- ✓ 2 Riese Hearing Officers

Structure, Staff

1 Manager + 3 Supervisors + 1
Administrative Assistant + 36 staff
members

Teams

- ✓ Courtroom Operations Supervisor:
Clerk's Office and courtrooms (14 staff)
- ✓ Supervising Probate Examiner:
Examiners, Order Checkers, and records (13 staff)
- ✓ Supervising Court Investigator:
Investigators and clerical (9 staff)



PROBATE / MENTAL HEALTH RESOURCES

On our Web Site

www.occourts.org

- ✓ Forms, fees and other general information
- ✓ Cases on calendar
- ✓ Probate Notes related to cases on calendar
- ✓ Calendar Schedule
- ✓ Calendar / Hearing Information
 - ✓ Petition, Ex Parte, Mental Health, Motion, Mandatory Settlement Conference and Trial, Minor's Compromise, Name Change, Orders
- ✓ Searching Court Cases
- ✓ Viewing Register of Actions for individual cases
- ✓ Viewing Court Case Documents

Some of Our Community Partners

- ✓ Agencies:
 - ✓ County Counsel
 - ✓ Public Defender
 - ✓ Public Guardian/Public Administrator
 - ✓ District Attorney
- ✓ Hospitals



ACCESS TO THE COURT

Onsite at Lamoreaux Justice Center

- ✓ Clerk's Office
 - ✓ Kiosk access for searching and viewing cases
- ✓ Courtrooms
- ✓ Self Help Center
- ✓ Free Clinics
 - ✓ Guardianship
 - ✓ Conservatorship

By Phone

- ✓ Main Information for Lamoreaux Justice Center (automated menu): (657) 622-5500
- ✓ Probate / Mental Health General Information (657) 622-5595
- ✓ **Clerk's Office** (657) 622-6501
- ✓ **Courtrooms:**
 - ✓ **L53** (657) 622-5553
 - ✓ **L72** (657) 622-5572
 - ✓ **L73** (657) 622-5573
- ✓ **Probate Investigators** (657) 622- 6537
- ✓ **Probate Order Checkers** (657) 622-6052
 - ✓ Mon.-Fri. 11:00 am – 12:00 pm

By E-mail

- ✓ Requests for Continuances

ContinueProbate@occourts.org

- ✓ See Guidelines for e-mailing at

www.occourts.org/probate/#continuances

- ✓ Questions Regarding Probate Notes

ProbateCalendar@occourts.org

- ✓ See Guidelines for e-mailing at

www.occourts.org/probate/#questions



QUESTION / ANSWER