

Instructions for Notice of Hearing–Guardian or Conservatorship GC-020

- Notice is the #1 reason people have continuances in Court. Please follow the directions closely and refer to Probate Code §1511.
- Complete the first page of the form **BEFORE** you file your documents.
- Fill in the caption box with your name and address
- Check “Guardianship of the Person” and fill in the children’s names.
- ① Notice is given that *(name)*: Fill in the names of all guardians
has filed *(specify)*: Fill in “Petition for Guardianship of _____ (child’s name)”
- Ignore #2-3 – these do not apply to guardianships.
- The Probate Clerk will fill in this section with your hearing date, time and dept.
- Check the first box at #4b that the address of the Court is the same as noted above.
- **AFTER** you file your documents, you will receive a copy back with the heard date filled in.
- Make as many copies of this Notice of Hearing form as you need to get everyone served.
- **ATTACH** a copy of the Petition GC-210(P) with all Attachments GC-210(CA) to the Notice of Hearing.
- Someone who is not a party to the case (not you) must personally serve the parents and the child if age 12 or older. Everyone else can be served by mail.
- Whoever serves the copies should fill out the appropriate Proof of Service. The back side of the form is for service by mail and the attached page is for personal service.
- Remember to check the box to show that a copy of the Petition was included with the service.
- Whoever serves the copies fills out on their own form the details it asks for – their address, how they served the documents, when and where they served the documents, and must sign under penalty of perjury that they served the documents as they have stated.
- Everyone entitled to notice must be served **15 days** before the hearing date.
- File the completed Notice of Hearing at the Probate Clerk’s Office before your hearing.