

Additional tips:

- **What is "Proof of Service" in a Guardianship Form GC-510 is included in your packet and is a helpful reference for you.**
- It's okay if you end up with more than one Notice of Hearing form because people were served on different dates or by different people. Make sure to file them all.
- If someone is being personally served, it doesn't have to be at their residence address. They can be served anywhere they can be found. For example, if they are served at the coffee shop, the person serving the documents should make a note of the coffee shop address for the proof of service.
- If someone can be served by mail, like the grandparents, just use regular First Class mail with the U.S. Postal Service. A stamped envelope addressed to the person at their residence is enough. **Don't** use "certified" mail or other delivery services.
- If someone entitled to notice is outside California or even outside the U.S., notice requirements still apply. You may need to make arrangements to get the person served.
- If someone is incarcerated, contact the facility to find out how to get them served. The facility will usually have a procedure that you need to follow.
- You must do your part to identify and locate the relatives to give them notice. If you can't find somebody, you will need to explain to the Court what efforts you made in a Declaration of Due Diligence.

Instructions for Declaration of Due Diligence

- The Court understands that sometimes people can't be found. This form was created to give you an idea of how you might try to look for them to get them served.
- Read the questions, make an effort to search for information, and if you can't find them, write down how you searched and why you couldn't come up with anything. *For example: Did you search places where you know the person goes? His/her job? Did you ask his/her neighbors or other relatives? Did you follow up on any leads?*
- You must sign under penalty of perjury that the information you provided here is true.
- If anything changes, or you receive new information, continue to try to give notice before the hearing.