

Instructions for Order Appointing Guardian GC-240 and Letters of Guardianship GC-250

- If the judge grants your petition at the hearing, he or she will sign the Order.
- You need to complete the caption information in the boxes at the top with your name, address and case name on both the Order and the Letters.
- At #1, check box "c" and write your name(s).
- Skip down to #7 and fill in all guardians, their address(es) and phone number(s), and the names of the children.
- The Court will complete the rest of this form and, if granted, the judge will sign.
- Once the judge has signed the order, the Probate Clerk can issue your Letters.
- On the Letters, complete the caption, and also complete #1 with your name and the child's name(s). Check the box for guardianship of the "person."
- You must check the box at #3. As guardian, you can receive public assistance, social security or other support that the child may be entitled to. However, you cannot take possession of other money or any property without a specific Court order.