

**Self Help Center Guardianship Program  
Intake Form**

**We are pleased to assist you with doing your own guardianship papers. There are a lot of legal forms. Begin gathering the below required information and return to the SHLA Center on \_\_\_\_\_ so we can help you fill out your forms.**

Name of Proposed Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Relationship to Minor: \_\_\_\_\_

Name of Additional Proposed Guardian (if applicable): \_\_\_\_\_

Address (if different from above):  
\_\_\_\_\_

Phone # (if different from above): \_\_\_\_\_

Relationship to Minor: \_\_\_\_\_

Minor's Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M or F Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

*[If seeking to be the guardian of more than one child, provide the information of the other child(ren) below]*

Minor's Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M or F Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Minor's Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M or F Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Minor's Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M or F Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

**The Minors' Addresses for Past 5 Years:**

Date:	Address:	Who Lived With:	Relationship:
_____ to present	_____	_____	_____
_____ to	_____	_____	_____
_____ to	_____	_____	_____
_____ to	_____	_____	_____
_____ to	_____	_____	_____

Who has *legal* custody of minor(s)? \_\_\_\_\_

Who is providing daily care for the minor(s) *now*? \_\_\_\_\_

1. Is Minor of Native American ancestry?  Yes  No – if yes, specify tribe or band \_\_\_\_\_
2. Is Minor receiving public assistance?  Yes  No – if yes, identify benefits \_\_\_\_\_
3. Are there any other proceedings involving the minor(s)?  Yes  No – if yes, what type of proceeding?  
 Adoption  Juvenile  Divorce  Custody  Other \_\_\_\_\_. What county is the proceeding in? \_\_\_\_\_. Is the proceeding completed or still on-going? \_\_\_\_\_.

***You will need to prove to the Court that the guardianship is necessary for the minor's wellbeing.***

***Use the space below to prepare your responses.***

A guardianship is necessary and appropriate because:

A guardianship is necessary and appropriate NOW because:

I would be an appropriate guardian because:

The natural mother, \_\_\_\_\_ *[name of child's mother]*, is  
(for example, unemployed, incarcerated, has abandoned the child, consents to the guardianship, etc.):

\_\_\_\_\_  
The natural father, \_\_\_\_\_ *[name of child's father]*, is  
(for example, unemployed, incarcerated, has abandoned the child, consents to the guardianship, etc.):

\_\_\_\_\_

***All the following people will need to receive NOTICE of these proceedings, unless they sign a consent. You will need to do your best to locate these individuals. If you are unable to locate these individuals or you believe giving notice to these individuals is detrimental to the minor, you will need to prove this to the Court.***

(1) Child's Mother

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Willing to consent?  Yes  No

(2) Child's Father

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Willing to consent?  Yes  No

(3) Maternal Grandparent's name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

(4) Paternal Grandparent's name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

(5) Brothers or sisters, if age 12 or older:

Name:	Age	Address
_____	_____	_____
_____	_____	_____

## Guardianship Instructions – Temporary + Permanent

### Temporary Guardianship

- File originals + 2 copies with clerk
- Copies of all documents & original Notice of Hearing will be returned to you
- HAVE SOMEONE OTHER THAN YOU, personally serve a copy of the Petition for Temporary Guardianship & copy of the Notice of Hearing on:
  - Mother
  - Father
  - Minor (if 12 or older)
  - Other Person with Legal Custody: \_\_\_\_\_

**Deadline for Service \_\_\_\_\_ (5 days prior to hearing)**

- Have the person who served copies of the Petition for Temporary Guardianship & Notice of Hearing fill out the Proof of Service attachment to the original Notice of Hearing (GC-020(P))
- File the completed Proof of Service with the clerk
- Attend the hearing regarding the Temporary Guardianship
- File the Order Appointing Temporary Guardian and Letters at the clerk's office\*
- Sign Letters of Temporary Guardianship in the presence of the clerk\*

*\* Note: This sometimes occurs in open court at the conclusion of the hearing*

### Permanent Guardianship

- HAVE SOMEONE OTHER THAN YOU, PERSONALLY serve a copy of the Petition for Guardianship & a copy of the Notice of Hearing on:
  - Mother \_\_\_\_\_
  - Father \_\_\_\_\_
  - Minor (if 12 or older) \_\_\_\_\_
  - Any other person with legal custody \_\_\_\_\_

**Deadline for Personal Service : \_\_\_\_\_ (15 days prior to hearing)**

- HAVE SOMEONE OTHER THAN YOU, MAIL a copy of the Petition for Guardianship & a copy of the Notice of Hearing on:
  - Maternal Grandparents \_\_\_\_\_
  - Paternal Grandparents \_\_\_\_\_
  - Siblings (if 12 or older) \_\_\_\_\_
  - Half-Siblings (if over 12) \_\_\_\_\_
  - Any other person with phys. custody \_\_\_\_\_

**Deadline for Mail Service: \_\_\_\_\_ (20 days prior to the hearing)**

- Have the person who personally served a copy of the Petition & Notice of Hearing fill in the Proof of Personal Service (GC-020(P) attachment to the original GC-020 Notice of Hearing form)
- Have the person who mailed a copy of the Petition & Notice of Hearing fill in the Proof of Service by Mail section located on page 2 of the original Notice of Hearing form (GC-020)
- File the completed Proof of Service with the clerk
- Attend the hearing regarding the Permanent Guardianship.
- File signed Order Appointing Guardian and Letters at clerk's office after the hearing.\*
- Sign Letters of Guardianship in the presence of the clerk.\*

*\* Note: This sometimes occurs in open court at the conclusion of the hearing*