



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

CENTRAL DIVISION, MADGE BRADLEY, 1409 4TH AVE., SAN DIEGO, CA 92101

INSTRUCTIONS TO PROPOSED GUARDIANS RE: GUARDIANSHIP INVESTIGATIONS

Prob. Code §1513 requires for each proposed appointment of guardian that an investigation of the proposed guardian(s) be made and submitted to the court. Investigations are done by Family Court Services (FCS), County of San Diego Health and Human Services Agency (HHSA), or a Court Investigator as follows:

<u>Guardianship of</u>	<u>Proposed Guardian is</u>	<u>Agency</u>
1. Person or person/estate	Relative	FCS
2. Person or person/estate	Non-relative	HHSA
3. Estate only	Relative or non-relative	Court Investigator
4. Estate only – waiver requested*	Relative or non-relative	

*If there is sufficient cause for a waiver, no investigation is necessary

“Relative” is defined in Prob. Code § 1513(g) as a person who is a spouse, parent, step-parent, brother, sister, step-brother, step-sister, half-brother, half-sister, uncle, aunt, niece, nephew, first cousin, or any person denoted by the prefix “grand” or “great” or the spouse of any of these persons even after the marriage has been terminated by death or dissolution.

SUBMIT DOCUMENTS AND FOLLOW PROCEDURES BELOW FOR CORRESPONDING NUMBERS ABOVE:

1. RELATIVE GUARDIAN - PERSON OR PERSON/ESTATE

- Submit an Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order, check #1.
- At the Probate Business Office, pay the investigation fee or obtain a waiver of the investigation fee by completing a Request to Waive Court Fees (JC Form #FW-001), Request to Waive Additional Court Fees (Superior Court) (JC Form #FW-002), and Order on Court Fee Waiver (JC Form #FW-003). Checks should be made payable to Clerk of the Court.
- Go to FCS at 1555 6th Avenue, 2nd floor to make an appointment. Appointments will only be made in person. TAKE COPIES OF ALL GUARDIANSHIP DOCUMENTS WITH YOU.

2. NON-RELATIVE GUARDIAN - PERSON OR PERSON/ESTATE

- Submit an Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order, check #2. Note: The probate court CANNOT waive the investigation fee payable to HHSA.
- Mail a copy of the Petition for Appointment of Guardian of the Person (JC Form #GC-210), Order Directing or Waiving Investigation (SDSC Form #PR-063), Confidential Guardian Screening Form (JC Form #GC-212), and the Declaration under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (JC Form #GC-210) to: Health and Human Services Agency Guardianship Unit, 6950 Levant Street, San Diego, CA 92111.
- HHSA will send you a packet of materials to complete and return prior to its investigation.

3. RELATIVE OR NON-RELATIVE GUARDIAN - ESTATE ONLY

- Submit an Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order, check #3.
- At the Probate Business Office, pay the investigation fee or obtain a waiver of the investigation fee by completing a Request to Waive Court Fees (JC Form #FW-001), Request to Waive Additional Court Fees (Superior Court) (JC Form #FW-002), and Order on Court Fee Waiver (JC Form #FW-003). Checks should be made payable to Clerk of the Court.
- A Court Investigator will contact you prior to the hearing.

4. RELATIVE OR NON-RELATIVE GUARDIAN - ESTATE ONLY - WAIVER REQUESTED

- Submit a Probate Ex Parte Coversheet and Instructions (SDSC Form #PR-136), Application for Waiver of Investigation (SDSC Form #PR-062), and Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order but do NOT check a box.
- If the waiver is denied, the party will receive a copy of the Order Directing or Waiving Investigation (SDSC Form #PR-063). The party must then pay the investigation fee to the Probate Business Office.