



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., 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 (CI) as follows:

Guardianship of:	Proposed Guardian:	Agency:
1. Person or Person/Estate	Relative	FCS
2. Person or Person/Estate	Non-Relative	HHSA
3. Estate Only	Relative or Non-Relative	CI
4. Estate Only – Waiver Requested	Relative or Non-Relative	

“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**

- a. Submit an Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order, check #1.
- b. Go to the FCS office located at 1100 Union Street, 4th floor, to make an appointment. Appointments will only be made in person. Bring the conformed copies of the guardianship documents that were given to you at the time of filing.

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

- a. Submit an Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order, check #2.
- b. 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 #FL-105/GC-120) to: Health and Human Services Agency Guardianship Unit, 8911 Balboa Ave., San Diego, CA 92123.
- c. HHSA will send you a packet of materials to complete and return prior to its investigation. For more information, contact HHSA at (858) 650-5712.

3. **RELATIVE OR NON-RELATIVE GUARDIAN - ESTATE ONLY**

- a. Submit an Order Directing or Waiving Investigation (SDSC Form #PR-063) to the Probate Business Office. Fill out order, check #3.
- b. A Court Investigator will contact you prior to the hearing.

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

- a. 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. Complete only the caption of the Order Directing or Waiving Investigation (SDSC Form #PR-063). The court will check the appropriate box after the application has been ruled on.
- b. If the waiver is denied, a Court Investigator will contact you prior to the hearing.