

SUPERIOR COURT OF CALIFORNIA - COUNTY OF SAN MATEO

**Filing of Guardianship Petition - Information on Notification Requirements**

California Probate Code Sections 1511, 1516, and 1543 require that certain, specific persons and agencies must be notified when a PETITION FOR GUARDIANSHIP is filed.

In order to avoid an unnecessary delay of the scheduled court hearing of the PETITION FOR GUARDIANSHIP that you are filing, the following parties **MUST** be served by an adult, other than the petitioner(s), in the manner specified with a copy of the:

NOTICE OF HEARING	Form Number: GC-020
PETITION FOR APPOINTMENT OF GUARDIAN OF MINOR	Form Number: GC-210

1. The proposed ward(s) (child/ren) **MUST** be personally served if 12 years of age or older.
2. The birth mother or adoptive mother **MUST** be personally served.
3. The birth father or adoptive father **MUST** be personally served.
4. Any person having legal custody of the proposed ward **MUST** be personally served.
5. The maternal grandparents (mother's parents) and paternal grandparents (father's parents) **MUST** be served by mail or personally.
6. Any sibling(s) brother(s) or sister(s) who are not a subject of the Petition for Guardianship and are 12 years of age or older, **MUST** be served by mail or personally.
7. The Director of the San Mateo County Human Services Agency **MUST** be served copies by mail or by delivering copies to the following address:

Sarah Gregg, Supervisor  
SMC Children & Family Services  
400 Harbor Boulevard, Building B  
Belmont, CA 94002

The person who completes the serving of notices **MUST** complete and file with the court, a PROOF OF SERVICE before or at the hearing, to prove that the above parties were legally served. If you tried to serve those persons and you could not find or serve them or they are no longer living, then you must file a DECLARATION OF DUE DILIGENCE stating why they could not be served with the NOTICE OF HEARING and the PETITION FOR APPOINTMENT OF GUARDIAN FOR MINOR.