

# SELF-REPRESENTED LITIGANTS PROJECT

*Interactive Court Forms Project For Individuals of Low-Income*

*Made possible by the following:*



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## INSTRUCTIONS

### Guardianship of a Minor Where the Proposed Guardian is the Petitioner

Welcome to the interactive court forms for a **Guardianship of a Minor Where the Proposed Guardian is the Petitioner**. These court forms are to be used by individuals who are NOT the natural (biological) parents of the minor (child) but are asking the Court to grant them a guardianship over the minor. If you are a natural parent of the minor and are seeking to petition the court for a guardianship over your minor child, please use the "Guardianship of a Minor Where the Natural Parent is the Petitioner."

#### How does this work?

The computer will ask specific questions in plain English for you to answer. The computer then takes your answers and uses them to create the court forms that will be ready to file at court. The process altogether is like an interactive interview.

#### What do you need before you start?

**PRINT THESE PAGES!** Select the "Print" button at the top.

Be sure to have the following information ready before starting the interactive interview. Without this information, you will not be able to complete the process.

- **Your information**— full name, date and place of birth, address, contact numbers, relationship to the minor
- **The natural mother's information**— full name, date and place of birth, address, contact numbers, and/or death certificate if this parent is deceased
- **The natural father's information**— full name, date and place of birth, address, contact numbers, and/or death certificate if this parent is deceased
- **The minor's information and birth certificate** — full name, date and place of birth, who the minor is staying with

#### What are the general steps?

**Step 1: Complete the interactive interview.** When you complete the interactive interview, the computer will take your answers and automatically create the following forms:

1. Cover Sheet
2. Petition for Appointment of Guardian of the Person
3. Consent of Natural Mother
4. Consent of Natural Father
5. Consent of Petitioner/Proposed Guardian
6. Order Appointing Guardian of the Person
7. Letters of Guardianship of the Person
8. Notice of Hearing
9. Docket Sheet
10. Checklist

**Step 2: Review and sign the forms.** Review all the forms carefully. Some of the court forms require the signatures of the Petitioner/Proposed Guardian and the minor's Natural Parents.

First, the Petitioner/Proposed Guardian is required to read and sign the "Verification" in the Petition for Appointment of Guardian of the Person.

Second, the following MUST be signed in the presence of a Notary Public:

- Consent of Natural Mother (if not deceased)
- Consent of Natural Father (if not deceased)
- Consent of Petitioner/Proposed Guardian
- The Oath (found in the "Letters of Guardianship of the Person")

You can often locate a Notary Public at a bank, insurance, real estate or payroll office.

**Step 3: Include attachments.** After you review and sign the court forms, you will need to make sure that the following documents are attached to the Petition for Appointment of Guardian of the Person:

- The Minor's Birth Certificate
- If Applicable, The Death Certificate of the Deceased Parent

**Step 4: Make copies, organize documents and prepare envelopes.**

Make five (5) copies of the Order Appointing Guardian of the Person. Please note that additional copies are not attainable after the Court grants a guardianship, without a court order, as per 19 GCA § 4217.

Make one (1) copy of the Notice of Hearing.

Assemble the court forms in the following order to create the "Original" set:

1. Cover Sheet
2. Petition for Appointment of Guardian of the Person
3. Consent of Natural Mother (if not deceased)
4. Consent of Natural Father (if not deceased)
5. Consent of Petitioner/Proposed Guardian
6. Order Appointing Guardian of the Person
7. Letters of Guardianship of the Person
8. Notice of Hearing
9. Docket Sheet
10. Five (5) copies of the Order Appointing Guardian of the Person
11. One (1) copy of the Notice of Hearing

Make one (1) copy of the original set for your records. The clerk's section at the courthouse can make copies at \$1.00 per page.

Prepare two (2) self-addressed, stamped envelopes with enough postage attached. The court clerk will use one of these envelopes to mail you a copy of the Notice of Hearing if the judge requires a hearing. The second envelop will be used to send you your five (5) copies of the Order Appointing Guardian of the Person after the Order has been signed by the assigned judge.

**Step 5: File Court Forms with the Court Clerk at the Intake Counter.**

Proceed to the Intake Counter at the Clerk's section and give the court clerk the original set and the envelopes. You will need to pay a **Filing Fee of \$300.00 plus an additional \$40.00 for the Notice of Hearing**. Once the original is filed, the court clerk will conform your copy by stamping and dating it. The court clerk will return your copy back to you. The original set will remain the court's file.

The Court Clerk will route the court file for judge assignment. The court file will then be sent to the assigned judge for review. If the judge signs the Order Appointing Guardian of the Person, copies of the Order will be mailed to you.

If the judge requires a hearing for any reason, you will be notified through the Notice of Hearing that will be mailed to you. The Notice of Hearing will indicate the date and time of the hearing which you and the Natural Parents are required to attend. You are required to provide the Natural Parents (if living) notice of the hearing. It is recommended that you mail a copy of the Notice of the Hearing to the Natural Parents via certified mail. At the hearing, the Court may ask several questions about the Petition. At the end of the hearing, the Court will inform the parties about the status of the Petition and provide further instructions based on the Court's decision.

**WARNING!**

Using these interactive forms will NOT guarantee a favorable result. It is always advisable to talk to a lawyer before proceeding on your own. The materials and assistance you receive from these interactive forms are NOT a substitute for legal advice. The laws and court rules are complex. By proceeding without a lawyer, you are proceeding at your own risk.

Need help finding a lawyer? [Click here.](#)

**Are you ready to start?**

If you have all of your information ready, you may proceed by clicking the link below. Otherwise, you may return to our list of other court forms.

*I have read the warning above and understand that this web site and these forms are not a substitute for legal advice.  
I am using these forms at my own risk.*

**I AGREE**

**I DO NOT AGREE**