

How to File to be a Guardian of a Minor



Make sure you have all your court forms.

- ☑ After you have finished using I-CARe, it will print the forms for you.
- ☑ You should review these forms to make sure that all of the information is complete and correct.
- ☑ If you need to add or correct any information, you should go back to the computer and make the changes using the password that you were given at the beginning of the session.

Things you MUST do right away!

STEP 1: Collect the forms. Sign and date the court forms on the signature lines. After filing, make copies for your files.

STEP 2: File the papers at the court. Take or mail the originals of the documents to the Registry of Probate for processing. Someone at the Registry will accept the papers for filing.

STEP 3: Schedule a hearing on the Motion for Temporary Guardianship. If you are filing a Motion for Appointment of Temporary Guardian, ask at the Registry of Probate and someone will help you schedule a hearing on the motion.

STEP 4: Notify the other parties of the hearing date. If you are filing a Motion for Appointment of Temporary Guardian, ask at the Registry of Probate about how to tell the parents and other parties when the hearing will take place.

STEP 5: Serve the “Notice of Petition for Appointment of Guardian of Minor” if you receive one in the mail. If you receive this Notice from the court, you must send it to the parents and the child unless they agree (assent) in writing to your appointment as guardian. You may have to mail the Notice to other people and publish the Notice in a newspaper. See pamphlet “Giving Notice of Guardianship of a Minor” available at the Registry of Probate.

STEP 6: Schedule a hearing date for the Petition for Guardianship. Ask at the Registry of Probate for a hearing date.

Need more help?

CONTACT:

- ✓ The Registry of Probate office in the county where you are filing your papers. You might also wish to consult with an attorney.

Guardianship of a Minor



Sign your court forms before you file them.

In all cases I-CARe will print out the following forms for you:

- ✓ GUARDIANSHIP OF MINOR FORM (PETITION FOR APPOINTMENT)
 - Form CJ-P 11
- ✓ BOND

You must file a bond before being appointed Guardian. If you want to be appointed Temporary Guardian you must fill out two bonds, one as Temporary Guardian and one as Guardian.

 - Form CJ-P 26.
- ✓ AFFIDAVIT DISCLOSING CARE OR CUSTODY PROCEEDINGS
 - Form OCAJ -1 TCR IV
- ✓ MILITARY AFFIDAVIT
 - Form CJ - P 148

I-CARe will print these forms if you answered that you wanted to become temporary guardian of the child(ren):

- ✓ MOTION FOR APPOINTMENT OF TEMPORARY GUARDIAN OF A MINOR
 - Form CJ - D400
- ✓ AFFIDAVIT FOR TEMPORARY GUARDIANSHIP
 - Form CJ - P 113