

# How to Complete Service in a Guardianship Case

## What is Service?

The court cannot grant a guardianship unless notice is provided to certain people and agencies. This is called “service”. It means these individuals/agencies must be provided a filed copy of several documents by an adult who is not part of the case (called the “server”). There are two kinds of service: *personal service* and *mail service*.

After completing service, the server will fill out and sign a *proof of service form*.

If you have not completed service by your court date, the judge may need to continue the hearing to give you additional time.

## When to Complete Service?

For both personal service and mail service, service must occur at least 15 calendar days before the court hearing.

## In this Packet

- Steps To Complete Service
- Alternatives to Service
- Blank Forms
- Sample Forms

## STEP 1: Make Copies of Documents to be Served

Make enough copies of the following documents for each person and agency listed in Steps 2 and 3 below.

### General Guardianship only

- ☐ **GC-210(P)** – Petition for Appointment of Guardian of the Person, including any attachments (copy of filed document)
- ☐ **GC-210(CA)** – Child Information Attachment, including any attachments (copy of filed document)
- ☐ **GC-020** – Notice of Hearing on Petition for Guardianship, including any attachments (copy of filed document)

### General + Temporary Guardianship

- ☐ The above forms plus:
- ☐ **GC-110(P)** – Petition for Appointment of Temporary Guardian of the Person, including any attachments (copy of filed document)
- ☐ **GC-020** – Notice of Hearing on Petition for Temporary Guardianship, including any attachments (copy of filed document)

Note: The proof of service section (page 2) of GC-020 will be *unsigned* at this step in the process.

## STEP 2: Serve the People Who Must be Personally Served

The following people must be *personally served*:

- ☐ Child's mother
- ☐ Child's father
- ☐ Child, if the child is age 12 or older and is NOT the petitioner
- ☐ Current guardian, if any
- ☐ Proposed guardian, if they are NOT the petitioner
- ☐ Current guardian of the child's estate, if any
- ☐ If child's parents are deceased, any person nominated as guardian by either or both parents

Personal service means that an adult (NOT you) gives the forms directly to the person being served. This must be done at least 15 calendar days before the court hearing.

## STEP 3: Serve the People and Agenc(ies) who Must be Served by Mail

The following people and agencies must be served by *mail*:

- ☐ Child's maternal grandmother
- ☐ Child's maternal grandfather
- ☐ Child's paternal grandmother
- ☐ Child's paternal grandfather
- ☐ Child's siblings age 12 or older, including half-siblings and adoptive siblings
- ☐ Emergency Response Services (ALL guardianships)
  - Santa Clara County Social Services Agency
  - 333 W. Julian Street
  - San Jose, CA 95110
- ☐ Social Services Agency (ONLY if proposed guardian is a NON-RELATIVE)
  - Social Services Agency
  - Department of Family and Children's Services
  - 333 W. Julian Street
  - San Jose, CA 95110
- ☐ California Department of Social Services (ONLY if proposed guardian is a NON-RELATIVE)
  - The California Department of Social Services
  - 744 P Street
  - Sacramento, CA 95814

Mail service means that an adult (NOT you) mails the forms to the person or agency through regular first-class mail, with sufficient postage. This must be done at least 15 calendar days before the court hearing.

## STEP 4: Have Server Fill Out Proof of Service Forms

Using a copy of GC-020 and attachments that you previously filed, have your server fill out the following sections:

- For people and agenc(ies) *served by mail*, the server will fill out the **2<sup>nd</sup> page of GC-020**. If you need more space to list people or agencies served by mail, attach optional form **GC-020(MA)**.
- For people *personally served*, the server will fill out **GC-020(P)**.

See samples in this packet.

If you are applying for both temporary and general guardianship, you will have two sets of these forms and both should be filled out the same way.

## STEP 5: File Proof of Service Forms

File the original of all proof of service forms in the Probate Clerk's office on the 1<sup>st</sup> floor of the Downtown Superior Court at 191 N. First Street, San Jose, CA 95113, or file your forms electronically. The forms should be assembled in the following order:

- 2<sup>nd</sup> page of GC-020
- GC-020(MA), if used
- GC-020(P)
- 1<sup>st</sup> page of GC-020

If you are applying for both temporary and general guardianship, you will have two sets of these forms. File the above forms at least 7 calendar days before the court hearing.

## Alternatives to Service

There are two situations where a person does not need to be served.

### 1. Person Entitled to Notice Signs GC-211

Any person in Steps 2 or 3 who is entitled to notice may choose to sign form **GC-211 item 4** instead. By signing, they consent to the guardianship and give up their right to receive formal notice of the proceedings.

### 2. You Can't Locate Them

If you can't locate a person in Steps 2 or 3 who is entitled to notice, you can ask the court to waive your obligation to serve them. Use the **Request to Dispense with Notice** form (PB-4068) to list these person(s) and explain the efforts you've made to locate them. The court can only grant your request to waive notice if you have made diligent efforts to find the person and explain those efforts clearly. Note: If a person is deceased, there is no requirement that you serve them and so you do not need to list them on a Request to Dispense with Notice form.

See blank forms and samples in this packet.

File form GC-211 and/or the Request to Dispense with Notice form (PB-4068), if used, at least 7 calendar days before the court hearing.



# BLANKS

For the proof of service forms **GC-020** and **GC-020(P)**, use a copy of the forms you previously filed.

You ***may*** also need the following ***optional*** forms:

- **GC-020 (MA)** – Use if you need more room to list people served by mail.
- **GC-211** – see “Alternatives to Service” for when to use.
- **Request to Dispense with Notice** (PB-4068) – see “Alternatives to Service” for when to use.



<input type="checkbox"/> ESTATE <input checked="" type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP <input type="checkbox"/> MATTER    OF	CASE NUMBER:
(Name):	

**ATTACHMENT TO NOTICE OF HEARING PROOF OF SERVICE BY MAIL***(This Attachment is for use with forms DE-120 and GC-020.)***NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED**

No.	<u>Name of person served</u>	<u>Address (number, street, city, state, and zip code)</u>
_____		
_____		
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_____		
_____		





ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):       TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): <b>Self-Represented</b>	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara</b> STREET ADDRESS: <b>191 N. First Street</b> MAILING ADDRESS: <b>191 N. First Street</b> CITY AND ZIP CODE: <b>San Jose, CA 95113</b> BRANCH NAME: <b>Probate Division</b>	
GUARDIANSHIP OF THE <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): _____	
<input type="checkbox"/> <b>CONSENT OF PROPOSED GUARDIAN</b> <input type="checkbox"/> <b>NOMINATION OF GUARDIAN</b> <input checked="" type="checkbox"/> <b>CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE</b>	CASE NUMBER: _____

### CONSENT OF PROPOSED GUARDIAN

1. I consent to serve as guardian of the ☐ person ☐ estate of the minor.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PROPOSED GUARDIAN)

### NOMINATION OF GUARDIAN

2. I am ☐ a parent of the minor ☐ a donor of a gift to the minor. I nominate (name and address):

as guardian of the ☐ person ☐ estate of the minor.

3. I am ☐ a parent of the minor ☐ a donor of a gift to the minor. I nominate (name and address):

as guardian of the ☐ person ☐ estate of the minor.

Date: \_\_\_\_\_

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

**NOTICE: The guardian of the person of a minor child has full legal and physical custody until the child becomes an adult or is adopted, the court changes guardians, or the court terminates the guardianship. Parents or other interested persons must petition the court to terminate the guardianship. The court will not do so unless the judge decides that termination would be in the child's best interest.**

### CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE

4. I consent to appointment of the guardian as requested in the *Petition for Appointment of Guardian of Minor*, filed on (date): \_\_\_\_\_. I am entitled to notice in this proceeding, but I waive notice of hearing of the petition, including notice of any request for independent powers contained in it. I waive timely receipt of a copy of the petition.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
RELATIONSHIP TO MINOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
RELATIONSHIP TO MINOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
RELATIONSHIP TO MINOR

☐ Continued on Attachment 4.



- I last knew of this person living at that address on (date): \_\_\_\_\_

IN THE MATTER OF:	CASE NUMBER:
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I have tried to find this person by doing these things:

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I cannot get this person's new address because:

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c. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

This person's last known address is: \_\_\_\_\_

I last knew of this person living at that address on (date): \_\_\_\_\_

I have tried to find this person by doing these things:

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I cannot get this person's new address because:

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3. ☐ Check here if you need more space. Label a piece of paper "Request to Dispense with Notice – Attachment 2" and write the additional information on it.

I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.

Date: \_\_\_\_\_

My Signature: \_\_\_\_\_

# **SAMPLES**

**Please DO NOT write on or file these forms.**

- **Page 2 of GC-020**
- **GC-020(MA) – *Optional***
- **GC-020(P)**
- **GC-211 – *Optional***
- **Request to Dispense with Notice (PB-4068) – *Optional***



<input checked="" type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP OF (Name) <b>Child(ren)'s Full Names</b>	OF THE <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> ESTATE <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> (PROPOSED) CONSERVATEE	CASE NUMBER: <b>Your Court Case Number</b>
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**NOTE:\***

A copy of this *Notice of Hearing-Guardianship or Conservatorship* ("Notice") must be "served" on-delivered to each person who has a right under the law to be notified of the date, time, place and purpose of a court hearing in a guardianship or conservatorship. Copies of this Notice may be served by mail in most situations. In a guardianship, however, copies of this Notice must sometimes be personally served on certain persons; and copies of this Notice may be personally served instead of served by mail in both guardianships and conservatorships. The petitioner (the person who requested the court hearing) **may not personally perform either service by mail or personal service**, but must show the court that copies of this Notice have been served in a way the law allows. The petitioner does this by arranging for someone else to perform the service and complete and sign a proof of service, which the petitioner then files with the original Notice.

This page contains a proof of service that may be used only to show service by mail. To show personal service, each person who performs the service must complete and sign a proof of personal service, and each signed copy of that proof of service must be attached to this Notice when it is filed with the court. You may use form GC-020(P) to show personal service of this Notice.

\* (This Note replaces the clerk's certificate of posting on prior versions of this form. If notice by posting is desired, attach a copy of form GC-020(C), Clerk's Certificate of Posting Notice of Hearing-Guardianship or Conservatorship. (See Prob. Code, § 2543(c).)

**PROOF OF SERVICE BY MAIL**

1. I am over the age of 18 and not a party to this cause. I am a resident of or employed in the county where the mailing occurred.
2. My residence or business address is (specify): **Address of Server (Person Who Mailed a Copy of your Forms to the Person(s) Listed Below)**
3. I served the foregoing *Notice of Hearing-Guardianship or Conservatorship* a copy in an envelope addressed as shown below AND
  - a. ☒ **depositing** the sealed envelope with the United States Postal Service on the date and at the place shown in item 4 with the postage fully prepaid.
  - b. ☐ **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
4. a. Date mailed: **Date Server Mailed the Forms** b. Place mailed (city, state): **City and State Where the Forms Were Mailed From**
5. ☒ I served with the *Notice of Hearing-Guardianship or Conservatorship* a copy of the *Notice* to in the *Notice*.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **Date Server Signs This Form**

**Server Prints Their Name**

(TYPE OR PRINT NAME OF PERSON COMPLETING THIS FORM)

**Server Signs Their Name**

(SIGNATURE OF PERSON COMPLETING THIS FORM)

**NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED**

Name of person served

Address (number, street, city, state, and zip code)

- |   |  |
|---|--|
| 1. <b>Emergency Response Services</b>   | <b>Santa Clara County Social Services Agency<br/>333 W. Julian St., San Jose, CA 95110</b> |
| 2. <b>Name of Person Served by Mail</b>   | <b>Address of Person Served by Mail</b>  |
| 3. <b>Name of Person Served by Mail</b>   | <b>Address of Person Served by Mail</b>  |
| 4. <b>If you need more space to list additional people, check this box and add optional form GC-020(MA)</b> |  |

☐ Continue (attach optional form GC-020(MA) to show additional persons served.)





<input type="checkbox"/> ESTATE <input checked="" type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP <input type="checkbox"/> MATTER    OF	CASE NUMBER:
(Name): <span style="border: 1px solid black; padding: 2px 10px; display: inline-block;"><b>Child(ren)'s Full Names</b></span>	<span style="border: 1px solid black; padding: 2px 10px; display: inline-block;"><b>Your Court Case Number</b></span>

**OPTIONAL FORM - USE IF YOU NEED MORE  
SPACE TO LIST PEOPLE SERVED BY MAIL**

**NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED**

<u>No.</u>	<u>Name of person served</u>	<u>Address (number, street, city, state, and zip code)</u>
_____	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Names of Additional People Served by Mail</b> </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Addresses of Additional People Served by Mail</b> </div>
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<input checked="" type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> CONSERVATORSHIP OF THE <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): <span style="border: 1px solid black; padding: 2px 10px;"><b>Child(ren)'s Full Names</b></span>	CASE NUMBER: <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Your Court Case Number</b></div>
<input checked="" type="checkbox"/> MINOR <input type="checkbox"/> (PROPOSED) CONSERVATEE	

**PROOF OF PERSONAL SERVICE OF NOTICE OF HEARING - GUARDIANSHIP OR CONSERVATORSHIP**

*(Attach a separate completed and signed copy of this form or other proof of personal service to Notice of Hearing - Guardianship or Conservatorship for each person who personally served a copy of the Notice.)*

1. I am over the age of 18 and not a party to this cause.
2. I served the attached *Notice of Hearing - Guardianship or Conservatorship* by personally delivering a copy to each person listed below at the address and on the date and time indicated below.
3. ☒ I served with the attached *Notice of Hearing - Guardianship or Conservatorship* a copy of the petition or other document referred to in the Notice.
4. ☐ I served with the attached *Notice of Hearing - Guardianship or Conservatorship* copies of the following documents *(specify)*:

☐ Continued on Attachment 4.

**Check 5c if your server is a registered California process server. Otherwise, check 5a.**

5. I am *(check all that apply)*:
  - a. ☐ not a registered California process server.
  - b. ☐ a California sheriff or marshal.
  - c. ☐ a registered California process server.
  - d. ☐ an employee or independent contractor of a registered California process server.
  - e. ☐ exempt from registration (Bus. & Prof. Code, § 22350(b)).
6. My name, address, telephone number, and, if applicable, county of registration and number, are *(specify)*:

**Address of Server (Person Who Personally Served a Copy of your Forms to the Person(s) Listed Below)**

**NAME OF EACH PERSON PERSONALLY SERVED, ADDRESS WHERE SERVED, AND DATE AND TIME SERVICE WAS MADE**

	<u>Name</u>	<u>Address where served (number, street, city, and state)</u>	<u>Date and time service made</u>
1.	<b>Name of Person Personally Served</b>	<b>Address Where Person was Personally Served</b>	Date: <div style="border: 1px solid black; padding: 2px;"><b>Date and Time of Service</b></div> Time: _____
2.	<b>Name of Person Personally Served</b>	<b>Address Where Person was Personally Served</b>	Date: <div style="border: 1px solid black; padding: 2px;"><b>Date and Time of Service</b></div> Time: _____
3.	<b>Name of Person Personally Served</b>	<b>Address Where Person was Personally Served</b>	Date: <div style="border: 1px solid black; padding: 2px;"><b>Date and Time of Service</b></div> Time: _____
4.			Date: _____ Time: _____

- ☐ List of names and addresses of persons personally served by the undersigned continued on an attachment.  
*(You may use Attachment to Notice of Hearing Proof of Personal Service, form DE-120(PA)/GC-020(PA), for this purpose.)*

**I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: **Date Server Signs This Form**

**(For California sheriff or marshal use only)**

**I certify** that the foregoing is true and correct

Date: \_\_\_\_\_

**Server Signs Their Name**

(SIGNATURE)



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80%;">Your Name and Name of Any Proposed Co-Guardian</div>		FOR COURT USE ONLY	
Your Address <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80%;">Your Address</div>		<div style="border: 1px solid black; padding: 10px;"> <b>OPTIONAL FORM - SEE "ALTERNATIVES TO SERVICE" FOR WHEN TO USE</b> </div>	
TELEPHONE NO.: <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80%;">Your Phone Number</div> FAX NO. (Optional):			
E-MAIL ADDRESS (Optional):			
ATTORNEY FOR (Name): Self-Represented			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 191 N. First Street MAILING ADDRESS: 191 N. First Street CITY AND ZIP CODE: San Jose, CA 95113 BRANCH NAME: Probate Division			
GUARDIANSHIP OF THE <input checked="" type="checkbox"/> PERSON <input type="checkbox"/> ESTATE OF (Name): <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80%;">Child(ren)'s Full Names</div>			
<input type="checkbox"/> CONSENT OF PROPOSED GUARDIAN <input type="checkbox"/> NOMINATION OF GUARDIAN <input checked="" type="checkbox"/> CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE			CASE NUMBER: <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80%;">Your Court Case Number</div>

### CONSENT OF PROPOSED GUARDIAN

1. I consent to serve as guardian of the ☐ person ☐ estate of the minor.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF PROPOSED GUARDIAN)

### NOMINATION OF GUARDIAN

2. I am ☐ a parent of the minor ☐ a donor of a gift to the minor. I nominate (name and address):

as guardian of the ☐ person ☐ estate of the minor.

3. I am ☐ a parent of the minor ☐ a donor of a gift to the minor. I nominate (name and address):

as guardian of the ☐ person ☐ estate of the minor.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

**NOTICE:** The guardian of the person of a minor child has full legal and physical custody until the child becomes an adult or is adopted, the court changes guardians, or the court terminates the guardianship. Parents or other interested persons must petition the court to terminate the guardianship. The court will not do so unless the judge finds good cause.

Date you filed your Petition and Other Forms

### CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE

4. I consent to appointment of the guardian as requested in the *Petition for Appointment of Guardian of Minor*, filed on (date): \_\_\_\_\_. I am entitled to notice in this proceeding, but I waive notice of hearing of the petition, including notice of any request for independent powers contained in it. I waive timely receipt of a copy of the petition.

DATE

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

RELATIONSHIP TO MINOR

DATE

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

RELATIONSHIP TO MINOR

Any Person(s) Entitled to Notice can date, print their name, sign, and write their relationship to the Child(ren)

RELATIONSHIP TO MINOR

☐ Continued on Attachment 4.

**CONSENT OF PROPOSED GUARDIAN, NOMINATION OF GUARDIAN,  
AND CONSENT TO APPOINTMENT OF GUARDIAN AND WAIVER OF NOTICE**

Page 1 of 1  
Probate Code, §§ 1204,  
1500-1502



ATTORNEY OR PARTY WITHOUT ATTORNEY (NAME AND ADDRESS) _____ TELEPHONE NO.: _____		FOR COURT USE ONLY
<b>Your Name and Name of Any Proposed Co-Guardian</b>		
<b>Your Address</b>	<b>Your Phone Number</b>	
ATTORNEY FOR (NAME): _____		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____		<b>OPTIONAL FORM - SEE "ALTERNATIVES TO SERVICE" FOR WHEN TO USE</b>
STREET ADDRESS: 201 North First Street, San José, CA 95113		
MAILING ADDRESS: 191 North First Street		
CITY AND ZIP CODE: San José, California 95113 BRANCH NAME: Family Justice Center Courthouse		
IN THE MATTER OF: <b>Child(ren)'s Full Names</b>		
<b>REQUEST TO DISPENSE WITH NOTICE</b>		CASE NUMBER: <b>Your Court Case Number</b>

**Check appropriate box.**

1. I am the minor's ☐ parent ☐ grandparent ☐ other: **If "other" list your relationship to child(ren)** \_\_\_\_\_
2. I should not have to give notice to the following people (child – if over 12, parents, grandparents, child's brothers/sisters – over 12 only, or person with court ordered visitation or custody) because I have not been able to find them:
  - a. Name: **Name of person you are unable to serve** Relation to child: **That person's relationship to child(ren)** \_\_\_\_\_  
 This person's last known address is: **That person's last known address** \_\_\_\_\_  
 I last knew of this person living at that address on (date): **Date you last knew of person living at that address** \_\_\_\_\_  
 I have tried to find this person by doing these things: \_\_\_\_\_  
 \_\_\_\_\_  

**Explain efforts you made to locate that person**

 \_\_\_\_\_  
 I cannot get this person's new address because: \_\_\_\_\_  

**Explain why you are unable to get that person's new address**

 \_\_\_\_\_
  - b. Name: \_\_\_\_\_ **List additional people you are unable to serve, if any** \_\_\_\_\_  
 This person \_\_\_\_\_  
 \_\_\_\_\_  
 I last knew of this person living at that address on (date): \_\_\_\_\_

IN THE MATTER OF:

**Child(ren)'s Full Names**

CASE NUMBER:

**Your Court Case Number**

I have tried to find this person by doing these things:

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I cannot get this person's new address because:

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c. Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

This person's last known address is: \_\_\_\_\_

I last knew of this person living at that address on (date): \_\_\_\_\_

I have tried to find this person by doing these things:

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I cannot get this person's new address because:

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3. ☐ Check here if you need more space. Label a piece of paper "Request to Dispense with Notice – Attachment 2" and write the additional information on it.

I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.

Date: **Today's date** \_\_\_\_\_

My Signature: **Sign Your Name** \_\_\_\_\_