



# How to Give Notice

Giving notice is hard. If you don't do it right, your case can be delayed. Follow the steps on this sheet.

- 1** Fill out *your court forms, make 3 copies and take them to the court clerk.* The clerk will write the date and time of your hearing on the *Notice of Hearing, GC-020.*
- 2** Make one copy of the forms below for each person and government agency you must give notice to.
  - GC-210 – *Petition*
  - GC-211 – *Consent and Waiver*
  - FL-105/GC-120 – *Declaration UCCJEA*
  - GC-248 – *Duties of Guardian*
  - GC-020 – *Notice of Hearing*
- 3** Give personal notice to the child's parents (or the person with legal custody of the child), and to the child if 12 or older.

This means someone – **not you** – must personally give (serve) a copy of these forms 15 days before the court date.
- 4** The person who serves the forms *in person* must fill out the Proof of Service, 982(a)(23). (The server must fill out a separate form for everyone served *in person.*)
- 5** Give notice *by mail* to the child's:
  - grandparents
  - brothers and sisters
  - half-brothers and half-sisters

This means someone – **not you** – must mail a *copy* of these forms 15 days before the court date.

If the relatives already agree you can be guardian *and* they sign the *Consent and Waiver of Notice* on form GC-211, you don't have to serve them.
- 6** Give notice *by mail* to the San Francisco Department of Human Services. You must also mail them the *Background Check, PGF-1.*

*Make a copy and mail it to:*  
SF Dept. of Human Services  
Legal Guardianship Unit, J530  
P.O. Box 7988  
San Francisco, CA 94120
- 7** If you are not related to the child, also give notice *by mail* to the Department of Social Services in Sacramento.

*Make a copy and mail it to:*  
State Department of Social Services  
Director of Social Services  
744 P Street  
Sacramento, CA 95814
- 8** The person who serves the forms *by mail* must fill out the Proof of Service (on the back of GC-020) and give it to you.
- 9** Make copies of the completed Proof of Service forms and file them at the Clerk's office in Room 103.
- 10** **Remember:** Make copies of all forms you mail and bring them when you come to court.



**ACCESS**

San Francisco Superior Court  
400 McAllister Street  
Room 208  
San Francisco, CA  
94102-4514

415.551.5880  
[www.sfgov.org/courts](http://www.sfgov.org/courts)