

# PETITION FOR TEMPORARY LETTERS OF GUARDIANSHIP OF MINOR

## INSTRUCTIONS

### I. Specific Instructions

1. This form is to be used for filing a Petition for Temporary Letters of Guardianship of a Minor pursuant to O.C.G.A. § 29-2-5.
2. Notice of the Petition must be given to the “parents” of the Minor. If an objection to the establishment of the temporary guardianship is filed by a parent who is also a “natural guardian,” the Court will dismiss the Petition without a hearing. If a parent who is not a natural guardian objects, a hearing on the matter will be scheduled.

A “parent” is defined as the biological or adoptive father or mother whose parental rights have not been surrendered or terminated. However, in the case of a child born out of wedlock, the Father shall be considered a “parent” only if he has legitimated the Minor.

A father of a child born out of wedlock has legitimated the Minor if he married the Mother after the child’s birth or obtained an order of legitimation from a court of competent jurisdiction.

A “natural guardian” is defined as each parent, unless the parents are divorced. If one parent has sole legal custody, that parent is the sole “natural guardian.” If both parents have joint legal custody, then both parents are the “natural guardians.”

3. Although a mother or father may not be a “legal parent,” the Court may require service on such person.
4. A temporary guardianship will be deemed to be a permanent guardianship for the purposes of obtaining medical insurance coverage for the Minor if the guardian assumes in writing the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.
5. Unless otherwise permitted by the Probate Court in which the Petition is filed, a separate Petition must be filed for each minor. Contact the Probate Court in which the Petition will be filed for its policy. If the filing of one Petition for more than one minor is permitted by the Probate Court, modify the Petition accordingly.
6. According to Uniform Probate Court Rule 5.6 (A), unless the Court specifically assumes the responsibility, it is the responsibility of the moving party to prepare the proper citation and deliver it properly so it can be served according to law. All pages after the Notice regarding Uniform Probate Court Rule 5.6 (A) are to be completed by the moving party, unless otherwise directed by the Court.

7. O.C.G.A. § 53-11-2 provides that a party to a probate proceeding who is not sui juris must be represented by a guardian provided that the Court may appoint a guardian ad litem or determine that the natural guardian, guardian, conservator or testamentary guardian has no conflict and may serve. Should a guardian ad litem be necessary because a party is not sui juris, use Supplement 1.
8. Use Supplement 2 if the Court determines it is necessary to appoint a special process server.
9. Use Supplement 3 when an additional certificate of service is necessary.
10. Exhibits should be labeled at the bottom of each exhibit as Exhibit "A," Exhibit "B," etc. in consecutive order. The corresponding letter of each said exhibit should be inserted into the appropriate place in the form.
11. An oath must be administered by a Probate Judge or Clerk [the oath cannot be administered by a notary]. Use Probate Court Standard Form 35 for the oath. The oath is not included in this form.

## II. General Instructions

General instructions applicable to all Georgia Probate Court Standard Forms are available in each Probate Court, labeled GPCSF 1.

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_ )  
**MINOR** )

**PETITION FOR TEMPORARY GUARDIANSHIP OF A MINOR**

The Petition of:

\_\_\_\_\_,  
*[Full name of Petitioner(s)]      First                      Middle                      Last*

who is/are domiciled in \_\_\_\_\_ County and reside(s) at the following address(es):

\_\_\_\_\_,  
*Street                              City                      County                      State                      Zip Code*

who has/have actual physical custody of the Minor named above, and whose mailing address(es)

is/are \_\_\_\_\_,  
*Street                              City                      County                      State                      Zip Code*

show(s):

1.

\_\_\_\_\_,  
*[Full name of Minor]      First                      Middle                      Last*

age \_\_\_\_\_, whose date of birth is \_\_\_\_\_, is found at: \_\_\_\_\_

\_\_\_\_\_,  
*Street                              City                      County                      State                      Zip Code*

2.

A copy of the Minor's birth certificate is attached as Exhibit "\_\_\_\_\_."

3.

Said Minor is in need of a temporary guardian. The Petitioner(s) has/have the following relationship(s) with the Minor: \_\_\_\_\_.

4.

The Minor's Mother is:

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<i>[Full name of Mother]</i>	<i>First</i>	<i>Middle</i>	<i>Last</i>
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<i>Street</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
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- a. Is the Mother deceased? *[Circle One]* (Yes) (No)  
*If yes, attach death certificate as Exhibit “ \_\_\_\_\_ ”*  
*and skip b-g.*
- b. Has the Mother signed an acknowledgement for the creation of this temporary guardianship? *[Circle One]* (Yes) (No)  
*If yes, attach Acknowledgement as Exhibit “ \_\_\_\_\_.”*
- c. Is the Mother's address known and listed above? *[Circle One]* (Yes) (No)
- d. Have the Mother's rights been terminated via Court Order? *[Circle One]* (Yes) (No)  
*If yes, attach the Order as Exhibit “ \_\_\_\_\_.”*
- e. Has the Mother lost custody via Court Order? *[Circle One]* (Yes) (No)  
*If yes, attach the Order as Exhibit “ \_\_\_\_\_.”*
- f. Does the Mother have joint legal custody via Court Order? *[Circle One]* (Yes) (No)  
*If yes, attach the Order as Exhibit “ \_\_\_\_\_.”*
- g. Does the Mother have sole legal custody via Court Order? *[Circle One]* (Yes) (No)  
*If yes, attach the Order as Exhibit “ \_\_\_\_\_.”*
- h. Was the Mother married to the Father of the child during or after the conception of the Child? *[Circle One]* (Yes) (No)
- i. Was the Mother married to another during the conception, gestation or birth of the Child? *[Circle One]* (Yes) (No)  
*If yes, list that man's name below:*

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[Full name of Mother's Husband] First Middle Last

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Street City County State Zip Code

5.

The Minor's Father is:

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[Full name of Father] First Middle Last

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Street City County State Zip Code

a. Is the Father deceased? [Circle One] (Yes) (No)

*If yes, attach death certificate as Exhibit "\_\_\_\_" and skip b-g.*

b. Has the Father signed an acknowledgement for the creation of this temporary guardianship? [Circle One] (Yes) (No)

*If yes, attach Acknowledgement as Exhibit "\_\_\_\_."*

c. Is the Father's address known and listed above? [Circle One] (Yes) (No)

d. Have the Father's rights been terminated via Court Order? [Circle One] (Yes) (No)

*If yes, attach the Order as Exhibit "\_\_\_\_."*

e. Has the Father lost custody via Court Order? [Circle One] (Yes) (No)

*If yes, attach the Order as Exhibit "\_\_\_\_."*

f. Does the Father have joint legal custody via Court Order? [Circle One] (Yes) (No)

*If yes, attach the Order as Exhibit "\_\_\_\_."*

g. Does the Father have sole legal custody via Court Order? [Circle One] (Yes) (No)

*If yes, attach the Order as Exhibit "\_\_\_\_."*

6.

Is the Minor fourteen years of age or older? [Circle One] (Yes) (No)

*If you answer "Yes," and the Minor made a selection, attach the Minor's Selection for the Petitioner(s) to act as temporary guardian(s) as Exhibit "\_\_\_\_."*

7.

The temporary guardianship is needed because:

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8.

Additional Data: *[Where full particulars are lacking, state here the reasons for any such omission. Also, state here all pertinent facts that may govern the method of giving notice to any party and that may determine whether or not a guardian ad litem should be appointed for any party.]*

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WHEREFORE, Petitioner(s) pray(s) that:

1. Service be perfected as provided by law; and
2. Petitioner(s) be appointed temporary guardian(s) of the Minor named above.

\_\_\_\_\_  
Signature of First Petitioner

\_\_\_\_\_  
Signature of Second Petitioner, if any

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

Signature of Attorney

Printed Name of Attorney

Address

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Telephone Number

State Bar #

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**VERIFICATION**

**GEORGIA, \_\_\_\_\_ COUNTY**

Personally appeared before me the undersigned Petitioner(s) who, after being duly sworn, state(s) that the facts set forth in the foregoing Petition and the attached Exhibit(s) are true and correct.

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of First Petitioner

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of First Petitioner

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Second Petitioner, if any

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Second Petitioner, if any

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_ )  
**MINOR** )

**SELECTION BY MINOR IF AGED 14 OR OLDER**

I, the undersigned Minor, being 14 years of age or older and a resident of \_\_\_\_\_ County, select \_\_\_\_\_ to be appointed my guardian(s).

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Minor if age 14 or over

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Exhibit “ \_\_\_\_\_ ”

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_ )  
**MINOR** )

**ACKNOWLEDGMENT OF MOTHER**

I, \_\_\_\_\_  
*[Full name of Mother] First Middle Last*

\_\_\_\_\_  
*Street City County State Zip Code*

Mother of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]*:

\_\_\_\_\_  
*[Full name of first Temporary Guardian] First Middle Last*

\_\_\_\_\_  
*[Full name of second Temporary Guardian] First Middle Last*

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Mother

Exhibit “ \_\_\_\_\_ ”

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_  
**MINOR** )

**ACKNOWLEDGMENT OF FATHER**

I, \_\_\_\_\_  
*[Full name of Father] First Middle Last*

\_\_\_\_\_  
*Street City County State Zip Code*

Father of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]:*

\_\_\_\_\_  
*[Full name of first Temporary Guardian] First Middle Last*

\_\_\_\_\_  
*[Full name of second Temporary Guardian] First Middle Last*

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Father

Exhibit “ \_\_\_\_\_ ”

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_ )  
**MINOR** )

**ASSUMPTION OF OBLIGATION TO SUPPORT (OPTIONAL)**

The undersigned, if appointed temporary guardian(s) of the above named Minor, assume(s) the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of First Petitioner

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of First Petitioner

-----  
Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Second Petitioner, if any

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Second Petitioner, if any

Exhibit “ \_\_\_\_\_ ”

**NOTICE REGARDING UNIFORM PROBATE  
COURT RULE 5.6 (A):**

**THE FOLLOWING PAGES ARE TO BE  
COMPLETED BY THE PETITIONER (MOVING  
PARTY) UNLESS OTHERWISE DIRECTED BY  
THE COURT.**

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_ )  
**MINOR** )

**ORDER FOR SERVICE**

It appearing that the Mother of the Minor named in the Petition has not acknowledged and consented to the Petition and that:

*[Initial applicable]*

- \_\_\_\_\_ (a) she resides at a known address in the State of Georgia and she must, therefore, be served by personal service.
- \_\_\_\_\_ (b) she resides at a known address outside the State of Georgia and she must, therefore, be served by first class mail.
- \_\_\_\_\_ (c) her current address is unknown and she must, therefore, be served by publication once a week for two weeks.

It appearing that the Father of the Minor named in the Petition has not acknowledged and consented to the Petition and that:

*[Initial applicable]*

- \_\_\_\_\_ (a) he resides at a known address in the State of Georgia and he must, therefore, be served by personal service.
- \_\_\_\_\_ (b) he resides at a known address outside the State of Georgia and he must, therefore, be served by first class mail.
- \_\_\_\_\_ (c) his current address is unknown and he must, therefore, be served by publication once a week for two weeks.

THEREFORE, IT IS ORDERED that citation issue and be served as indicated above and in accordance with law.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge of the Probate Court

**IN THE PROBATE COURT**  
**COUNTY OF \_\_\_\_\_**  
**STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_  
**MINOR** )

**NOTICE**

Date of mailing, if any \_\_\_\_\_ Date of second publication, if any \_\_\_\_\_

TO: \_\_\_\_\_

You are hereby notified that \_\_\_\_\_ has filed a Petition seeking to be appointed temporary guardian(s) of the above-named Minor. All objections to the Petition to the appointment of a temporary guardian or the appointment of the Petitioner(s) as temporary guardian(s), must be in writing, setting forth the grounds of any such objections, and be filed with this Court no later than fourteen (14) days after this notice is mailed, or ten (10) days after this notice is personally served upon you, or ten (10) days after the second publication of this notice if you are served by publication. All objections should be sworn to before a notary public or Georgia probate court clerk and filing fees must be tendered with your objections, unless you qualify to file as an indigent party. Contact Probate Court personnel for the required amount of filing fees.

NOTE: If a natural guardian files a timely objection to the creation of the temporary guardianship, the Petition will be dismissed. If a natural guardian files an objection to the appointment of the Petitioner(s) as guardian(s), or if a parent who is not a natural guardian files an objection to the Petition, a hearing on the matter shall be (held in the Probate Court of \_\_\_\_\_ County, courtroom \_\_\_\_\_, address \_\_\_\_\_, Georgia on \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_.m.) (scheduled at a later date). If no objection is filed, the Petition may be granted without a hearing.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Judge of the Probate Court

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number

Clerk/Deputy Clerk of the Probate Court

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_  
**MINOR** )

**CERTIFICATE OF SERVICE**

I do hereby certify that I have this day mailed a copy of the above Citation, Petition, and Order for Service to each party to whom the Citation is directed who resides outside the State of Georgia at a known current address, in a properly addressed and stamped envelope, by first class mail, unless otherwise noted below.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk/Deputy Clerk of the Probate Court

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_  
**MINOR** )

**ORDER ESTABLISHING TEMPORARY GUARDIANSHIP OF MINOR**

Upon reading and considering the foregoing Petition (and Selection) and it appearing that each parent has acknowledged and consented to the Petition or been properly served with notice of this proceeding, and no objection having been filed,

IT IS ORDERED that \_\_\_\_\_, Petitioner(s), be, and hereby is/are, appointed Temporary Guardian(s) of the above Minor and that Temporary Letters of Guardianship issue to said Petitioner(s) upon taking the oath as required by law.

\_\_\_\_\_ IT IS FURTHER ORDERED that the Temporary Guardian(s) shall file a Personal Status Report with the Court sixty (60) days from the date of this Order and on the anniversary date of this Order each year thereafter. *[If this paragraph is initialed, a personal status report is required. If this paragraph is not initialed, the Court in its discretion and in accordance with O.C.G.A. § 29-2-7 (a) expressly waives the requirement to file a personal status report.]*

*[initial if appropriate]*

\_\_\_\_\_ IT IS FURTHER ORDERED that this guardianship shall be deemed to be a permanent guardianship for the purposes of the Guardian(s) obtaining medical insurance coverage for the Minor because the Guardian(s) has/have assumed in writing the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge of the Probate Court

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_ )  
**MINOR** )

**CERTIFICATE OF SERVICE**

I do hereby certify that I have this day mailed a copy of the above Final Order to each Petitioner at a known current address, in a properly addressed and stamped envelope, by first class mail, unless otherwise noted below.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk/Deputy Clerk of the Probate Court

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**IN THE PROBATE COURT  
COUNTY OF \_\_\_\_\_  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
 ) **ESTATE NO.** \_\_\_\_\_  
 ) **MINOR** )  
 )  
 ) **DATE OF BIRTH** )

**TEMPORARY LETTERS OF GUARDIANSHIP OF MINOR**

TO: \_\_\_\_\_, Temporary Guardian(s)

The above-named Minor has been found by this Court to be in need of a guardian and this Court has entered an Order appointing the above named individual(s) as such Guardian(s), who has/have assented to this appointment by taking the oath. In general, the duties of the Guardian(s) are to protect and maintain the person of the Minor.

Special Instructions:

1. It is your duty to see that the Minor is adequately fed, clothed, sheltered, educated, and cared for and that the Minor receives all necessary medical attention;
2. You must keep the Court informed of any change in your name and/or address;
3. You should inform the Court of any change of address of the Minor;
4. If the Order appointing you requires, you must file an annual Personal Status Report concerning the Minor; and
5. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

*[Initial if applicable]*

\_\_\_\_\_ If initialed, the guardianship shall be deemed a permanent guardianship for the purposes of the Guardian(s) obtaining medical insurance coverage for the Minor.

Given under my hand and official seal, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge of the Probate Court

*NOTE: The following must be signed if the  
Judge does not sign the original of this document:  
Issued by:*

\_\_\_\_\_  
Clerk/Deputy Clerk of the Probate Court

*[Seal]*