

**PROBATE COURT OF BARROW COUNTY
652 BARROW PARK DRIVE SUITE D
WINDER, GEORGIA 30680**

TAMMY S. BROWN, PROBATE JUDGE

**TEMPORARY GUARDIANSHIP OF MINOR(S)
GENERAL INFORMATION AND INSTRUCTIONS**

**PHONE: 770-307-3045
FAX: 770-307-4470**

**COURT FEES: \$100.00
IN ADDITION: \$2.00 PER PAGE RECORDING
FEES MUST BE PAID AT TIME OF FILING
CASH OR CREDIT CARD**

MUST PROVIDE CHILD'S BIRTH CERTIFICATE

Please read information sheet: The Court will not accept your petition if the paperwork itself is in bad condition (i.e. wrinkled, stained, ripped, etc.). If the petition is illegible or sloppily written with key information crossed through or "whited out" or completed incorrectly your petition will not be accepted for filing.

The petition can be filled out online and printed off and brought into our office for filing. The web site to print the Georgia Standard Form is www.gaprobate.org then click on Probate Court Standard Forms and then click on PDF Fillable Forms go to form Number 28 – Petition for Temporary Letters of Guardianship of Minor, fill out the information and print form.

This Court will not grant Temporary Letters of Guardianship from one custodial parent to another. A custody change or temporary agreement must be filed in the appropriate Court having jurisdiction.

The petitioner(s) (the person filing the petition and requesting guardianship of the minor) and anyone eighteen years of age or older living in the same household where the minor child will be living **must** fill out and sign a consent form allowing the Probate Court to receive any information obtained concerning their criminal records. Signatures on the consent form must be notarized. The Consent form is included in this packet.

NEATLY complete pages 1 through 6 of the Petition before returning same to the Court. Carefully read paragraph 3 and 4 to verify that the correct choice is initialed by the petitioner. Make sure the blanks on the top of page 6 (the Acknowledgement and consent of Creation of Temporary Guardianship), are filled in properly **BEFORE**, the parents sign this page. Where indicated, the petition must be signed in the presence of a notary public or a Probate Court Clerk and the appropriate seal affixed. Proper identification of the person(s) signing the document must be provided.

Notice of the Petition must be given to both parents of the minor child, (unless no father is listed on the birth certificate) **IF ONE PARENT HAS SOLE CUSTODY, MUST PROVIDE PROPER DOCUMENTS SIGNED BY A JUDGE OF THE COURT OF JURISDICTION.** Please see paragraph 2 of the "Instructions" page for further explanation of "parents" and "natural parents". If either parent does not sign the Acknowledgement and Consent to Creation of Temporary Guardianship, (page 6) they must be served by one of the following methods: (1) Personal Service by the Sheriff if they reside in Georgia at a known address (fee is \$50.00 for personal service) or (2) certified mail if they reside out of the state of Georgia or (3) publication in the legal organ (Cost \$60.00) for two weeks if current address is unknown.

GUARDIANSHIP PETITION APPLICATION

A. PARENT INFORMATION

1. Mother's Full Name _____
Street Address _____ City _____
State _____ County _____ Zip code _____
U. S. Citizens _____ If no, what Country _____
YES NO
Place of Employment _____
Home Phone _____ Work Phone _____
Birth Date _____ Race _____

2. Father's Full Name _____
Street Address _____ City _____
State _____ County _____ Zipcode _____
U.S. Citizens _____ If no, what Country _____
YES NO
Place of Employment _____
Home Phone _____ Work Phone _____
Birth Date _____ Race _____

3. Names and ages of other children in the family:

B. PROPOSED GUARDIAN INFORMATION

1. Proposed Guardian's Full Name _____
Street Address _____ City _____
State _____ County _____ Zip Code _____
U.S. Citizen _____ If no, what Country _____
 YES NO
Place of Employment _____
Supervisor's Name _____
Home Phone _____ Work Phone _____
Birth Date _____ Place of Birth _____
Marital Status _____ Race _____
Social Security Number _____

2. Spouse's Full Name _____
Street Address _____ City _____
State _____ County _____ Zip Code _____
U.S. Citizen _____ If no, what Country _____
 Yes No
Place of Employment _____
Supervisor's Name _____
Home Phone _____ Work Phone _____
Birth Date _____ Place of Birth _____
Marital Status _____ Race _____
Social Security Number _____

3. Relationship (if any) to child _____

4. Names and ages of other children in your home at the present time:

5. Has proposed Guardian or Spouse ever been arrested? If so, for what and where was the arrest?

6. List all adults and children currently living in proposed guardian's home, including petitioner(s) and minor: ******(See below)

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP TO GUARDIAN</u>
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(**ALL ADULTS 18 YRS OR OLDER MUST CONSENT TO A CRIMINAL BACKGROUND CHECK)

7. Reason for this Guardianship: (Explain fully)
