

DATE

CLIENT NAME  
CLIENT ADDRESS

Re: Guardianship of CHILD'S NAME - Letters and Order of General Guardianship  
Case #:

Dear CLIENT NAME:

Enclosed are the following documents:

1. Original Order Appointing Guardian of Minor, filed DATE
2. Original Letters of Guardianship, filed DATE
3. Blank Pre-Move Notice of Proposed Change of Personal Residence of Ward (Form GC-079)
4. Substitution of Attorney – Civil (MC-050)

Congratulations on your appointment as guardian of CHILD'S NAME! To prove that you are the General Guardian, you must show both the Letters of Guardianship of the Person and the Order Appointing Guardian of Minor.

I have included with this letter a Substitution of Attorney (MC-050) form, to inform the court that I am no longer your attorney, and that you will now represent yourself. Please sign and return this form to my office in the enclosed, stamped envelope as soon as possible.

It is extremely important that you keep the Probate Court informed of your current mailing address if you move to another location in California. If you move to another location in California, you must complete a "Pre-Move Notice of Proposed Change of Personal Residence of Ward" (Form GC-079). At least 15 days prior to the proposed move, you must mail the notice to the minor (if 12 or older), the minor's attorney (if any), and the minor's parents. Complete Form GC-079, make a copy for your records, and file the original with the Probate Court.

Then, complete the "Post-Move Notice of Change of Residence of Ward" (Form GC-080). Within 30 days after the move, you must mail the notice to the minor's attorney (if any) and the minor's parents. Complete Form GC-080, make a copy for your records, and file the original with the Probate Court.

If you plan to move to a location outside of California with the minor, you must first receive permission from the Probate Court. You will need to file (and have approved) a “Petition to Fix Residence Outside the State of California” before you move the minor outside of California. It is recommended that you seek legal assistance with these requests.

If you wish to change the visitation orders made by the Court or end the guardianship, you will have to file a petition with the Court. It is recommended that you seek legal assistance with these requests.

If you have questions, please do not hesitate to contact our office.

With Kindest Regards,

ATTORNEY NAME