

Quick Guide to Appointment of a Guardian – Minor

- ◆ Child must be a resident in the county in which you are filing the petition or is present at the time the proceeding is commenced.

VERY IMPORTANT: Read the Instructions thoroughly (JDF 823). Review the Guardian's Manual and the Guardianship & Conservatorship Video for Minors found on the Colorado Judicial Branch website at www.courts.state.co.us

◆ Prepare Your Initiating Paperwork and File with the Court

1. **Petition for Appointment of Guardian for Minor (JDF 824)** and any other required papers per the Instructions.
 2. **Acceptance of Office (JDF 805)** – Including: CBI Report, Credit Report & Copy of Drivers' License or Government Issued ID for each Petitioner/Nominated Person (Unless as otherwise stated in §15-14-110, C.R.S.).
 3. **Notice of Hearing (JDF 806 and JDF 807).**
 4. **Irrevocable Power of Attorney (JDF 721)** if applicable (nonresident).
 5. **Consent or Nomination of Minor (JDF 826)** if the Minor is 12 or older.
 6. **Consent of Parent (JDF 825)** if applicable.
 7. **Proposed Letters of Guardianship – Minor (JDF 830).**
 8. **Proposed Order Appointing (Guardian JDF 827, and/or Temporary JDF 828 - Emergency Guardian JDF 829).**
- ◆ Make copies of all paperwork for yourself and copies to serve on all "Interested Persons".
 - ◆ File the original papers with the court and pay the filing fee.

Please Note: The Court May Appoint a Guardian ad Litem.

◆ Complete Service – to All Interested Persons in the Case

- ◆ If the Minor is 12 years or older, they must be personally served through the Sheriff or private process server at least 14 days prior to the hearing with a copy of the Petition (JDF 824) and Notice of Hearing (JDF 807). File completed JDF 807 with the court, showing the Minor has been served.
- ◆ A copy of the Petition (JDF 824) and Notice of Hearing (JDF 806) must be given to all Interested Persons at least 14 days prior to the hearing. File completed JDF 806 with the court, showing all parties have been served.

◆ Attend Appointment Hearing

- ◆ Be prepared to provide proof through documentation and testimony of any statements made in the Petition and proof that all persons named in the Petition were properly served.
- ◆ Petitioner(s), Nominated Person(s) and the Minor if 12 or older, must appear for the hearing unless excused by the court (*this would require filing a motion, along with a physician's letter and/or any other supporting documentation with the court*).

◆ Additional Required Documents and Reporting Requirements

1. **Acknowledgment of Responsibilities (JDF 800)** – File with the court immediately after appointment (Letters of Appointment will not be issued until this is submitted).
2. **Probate Case Information Sheet (JDF 705).** (Letters of Appointment will not be issued until this is filed).
3. **Notice of Appointment (JDF 812)** – Within 30 days of appointment, you must provide a copy of the Order of Appointment (JDF 827, 828 and/or 829) as well as JDF 812 to the Minor if 12 or older and to all Interested Persons who received a copy of the Petition and Notice, and identified in the Order of Appointment.
4. **Annual Guardian's Report (JDF 834)** – File annually or as ordered by the judge. You must provide a copy of this report to the Minor if 12 or older and to all Interested Person identified in the Order of Appointment.