

TRANSITION SERVICES UNIT

11721 Kemp Mill Road, Silver Spring, MD 20902

Phone: 240-740-5900 Fax: 301 649-8018

GUARDIANSHIP: FORMS AND LINKAGES

Where To File Guardianship Petition:

(Filing Fee \$165 money order or check payable to the "Clerk of the Circuit Court")

Montgomery County Circuit Court

50 Maryland Avenue

Family Department; South Tower - 1st Floor, Room 1460

Rockville, MD 20850

**Due to the pandemic all filing is done outside of the circuit court in a Drop Box (metal box) located outside the Maryland Avenue entrance*

Guardianship of the Persons Brochure:

https://www.montgomerycountymd.gov/cct/Resources/Files/guardianship/Guardianship_Person_Handbook.pdf

Guardianship of the Property Brochure:

https://www.montgomerycountymd.gov/cct/Resources/Files/guardianship/Guardianship_Property_Handbook.pdf

Instructions for Completing Guardianship of the Person and/or Property of an Alleged Disabled Person (ADP):

<https://mdcourts.gov/sites/default/files/court-forms/family/forms/ccgnin002.pdf/ccgnin002.pdf>

Petition Form CC-GN-002:

<https://www.mdcourts.gov/sites/default/files/import/family/forms/ccgn002.pdf>

Co-Petitioner Information Sheet Form CC-GN-018:

<https://www.courts.state.md.us/sites/default/files/court-forms/family/forms/ccgn018.pdf/ccgn018.pdf>

Certificates:

Two certificates must be completed

OPTIONS:

- Two Physicians (or)
- One Physician and One Nurse Practitioner (or)
- One Physician and One Psychologist (or)
- One Physician and One Licensed Social Worker

**At least one examination or evaluation must occur within 21 days before filing a petition with the courts. Attach only original certificates to the petition.*

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Physician Certificate CC-GN-018:

<https://mdcourts.gov/sites/default/files/court-forms/family/forms/ccgn019.pdf/ccgn019.pdf>

Nurse Practitioner Certificate CC-GN-050:

<https://www.courts.state.md.us/sites/default/files/court-forms/ccgn050.pdf>

Licensed Certified Social Worker Certificate CC-GN-021:

<https://mdcourts.gov/sites/default/files/court-forms/family/forms/ccgn021.pdf/ccgn021.pdf>

Licensed Psychologist Certificate CC-GN-020:

<https://mdcourts.gov/sites/default/files/court-forms/family/forms/ccgn020.pdf/ccgn020.pdf>

Video * Required:

<https://www.mdcourts.gov/family/guardianship/guardianorientationprogram>

Video: Certification of Completion Form CC-GN-031

<https://www.mdcourts.gov/sites/default/files/import/family/forms/ccgn031.pdf>

Affidavit Form for Serving Interested Parties:

<https://www.mdcourts.gov/sites/default/files/court-forms/family/forms/ccdr056.pdf/ccdr056.pdf>

Service of Process:

US Certified Mail Form 388 to Send Show Cause Order:

Obtain Form at Post Office (see example)

https://store.usps.com/store/product/shipping-supplies/certified-mail-receipt-form-3800-P_FORM_3800

ADDITIONAL RESOURCES:

- **Maryland Guardianship and It's Alternatives: A Handbook on Maryland Law**

<https://disabilityrightsmd.org/wp-content/uploads/2011/12/Guardianship-Handbook-2011.pdf>

- **Family Law Help Center:** **Due to the pandemic, services are presently available only by phone (240-777-9071)*

<https://www.montgomerycountymd.gov/cct/family-law-self-help-center.html>

- **Creating A Guardianship File:**

<https://mdcourts.gov/sites/default/files/import/family/guardianship/pdfs/creatingaguardianshipfile.pdf>

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- **Maryland Courts Self-Help Center at 410-260-1392 or live chat:**
www.mdcourts.gov/legalhelp/selfhelpcenters.html
- **The People's Law Library of Maryland:**
<http://www.peoples-law.com>
- **Maryland Court Introduction to Guardianship Document:**
<https://www.courts.state.md.us/sites/default/files/import/video/transcript/adultguardintroduction.pdf>

Optional Videos:

- **Introduction to Guardianship:**
<https://www.mdcourts.gov/video/selfhelp/adult-guardianship-introduction-adult-guardianship>
- **The Role of the Guardian of the Person:**
<https://www.mdcourts.gov/video/selfhelp/adult-guardianship-role-guardian-person>
- **The Role of the Guardian of the Property:**
<https://www.mdcourts.gov/video/selfhelp/adult-guardianship-role-guardian-property>
- **ABCs of Guardianship and Its Alternatives:**
<https://mailchi.mp/3a7db6216f4b/transition-times-reminder-for-wednesday-april-3862961>
- **Q&A Following-Up to the Transition Times Virtual Session on Guardianship:**
<https://mailchi.mp/c627c6a4c541/transition-times-reminder-for-wednesday-april-3866841>

***Please Note:** The MCPS Transition Services Unit created this handout as a resource to families interested in pursuing guardianship of their child. Pursuing guardianship of your child is an individual choice based on your child's needs, and it is an option to explore. In addition, the sharing of this handout does not imply that families should or should not enlist an attorney for this process. These resources are presented as an alternative for families interested in the guardianship process.*