

MARIN COUNTY SUPERIOR COURT

3501 Civic Center Drive
P.O. Box 4988
San Rafael, CA 94913-4988



INSTRUCTIONS FOR APPLYING FOR A TRANSFER OF VENUE FROM MARIN COUNTY TO ANOTHER COUNTY

The documents below are required to apply for a transfer of venue. These forms must be accessed through both the Judicial Council at www.courts.ca.gov/forms.htm and the Court at www.marincourt.org/local_forms.cgi (see "Probate Forms").

<u>FORM #</u>	<u>TITLE</u>
GC-020	Notice of Hearing - Guardianship or Conservatorship
PR030	Application for Order Transferring Venue
PR031	Order for Transfer of Venue

THESE FORMS MUST BE FILLED OUT COMPLETELY AND LEGIBLY IN BLACK OR BLUE INK. For more information on filing court documents go to www.marincourt.org/civil_filing.htm.

This court will waive the court fees for the transfer. This waiver does not apply to the filing fees that will be charged by the receiving court. If the conservatee receives SSI or Medi-Cal, you can request the receiving court to waive their fees, but you must complete and submit a fee waiver application. You can obtain them at www.courts.ca.gov/forms.htm. Click on the Guardianships/Conservatorships forms menu and select FW-001-GC and FW-003-GC. The request to waive fees for the receiving court must be completed ahead of time so it can be forwarded along with the Marin County Superior Court conservatorship file.

Please bring the original documents, two-hole punched at the top, plus two copies for filing in Room 113. If mailing your documents, you must include two (2) self-addressed stamped envelopes (attach one of the envelopes to the *Order for Transfer of Venue*).

A copy of the *Application* with an assigned hearing date will be returned to you, and you must send a copy to all relatives listed on the *Petition*. The *Proof of Service* must be filed prior to the hearing to show when the *Notice* was mailed to everyone. For information about completing the *Notice of Hearing* and the *Proof of Service*, including who can mail the *Notice*, you can go to the Self-Help link at www.courts.ca.gov/selfhelp-serving.htm, visit Legal Self Help Services in Room C-27, or call the Probate Desk at (415) 444-7050. Please note that employees of the Marin County Superior Court are prohibited by law from giving legal advice, including specific information on how to prepare the various documents contained in this packet (Government Code § 24004).

On the court day preceding your hearing date, review "Probate Tentative Rulings" on the court's website at www.marincourt.org. If the tentative ruling for your case is "If no objections are raised then the matter is pre-granted and no appearance is necessary" and no one objects then the judicial officer will grant the transfer by signing the *Order for Transfer of Venue* and mailing you a copy in the envelope you provided. The case file will then be mailed to the receiving county. The receiving county will send you a letter confirming that they have the file and are processing the case.

If the tentative ruling is different than the above then you should attend the hearing.