

**SUPREME COURT, CIVIL BRANCH
RICHMOND COUNTY
26 CENTRAL AVENUE, STATEN ISLAND N.Y. 10301**

**HELP CENTER
25 HYATT STREET, 5TH FLOOR
STATEN ISLAND, N.Y. 10301
718 675-8589**

SEEKING GUARDIANSHIP WITHOUT AN ATTORNEY

This instructional packet was created to assist individuals, who cannot afford an attorney, with guardianship proceedings. Because guardianship proceedings are very serious, can deprive a person of many rights, and are complex, **we recommend that all individuals who can hire an attorney!**

If you cannot hire an attorney, and must commenced a guardianship proceeding, this packet will assist in making the process easier. For further assistance, enclosed are contact information and website links to other guardianship resources.

Any further questions, regarding guardianship, please contact The Richmond County Office of Self Help (information is listed above).

Sincerely,

Richmond County Office
Of Self Help

GUARDIANSHIP PROCEDURE

1. Fill out the Verified Petition, Order to Show Cause, Notice of Proceeding and Request for Judicial Intervention. **Have the Verified Petition notarized.** Make at least 5 copies of **ALL** documents. Note-more may be needed depending on the number of interested parties involved.
2. Take the original notarized petition to the County Clerk located at 130 Stuyvesant Place, 2nd floor and file it with the Application for the Index number and the required \$210.00 fee.
3. Write the index number, exactly as it appears on the receipt, on all documents and proceed to the Civil Term office located at 26 Central Avenue, room 131. Payment of \$95.00 will be required for the filing of the Request for Judicial Intervention, After payment, a Judge will be assigned and you will be sent to that Judge for review/signature of the Order to Show Cause.
4. After signature copies of the signed Order to Show Cause should be attached to the copies of all documents made in step 1 and served upon the following:
 - A. City of New York-Human Resources Administration
150 Greenwich Street 38th Floor
NY, NY 10007
 - B. Mental Hygiene Legal Services
777 Seaview Avenue-Bldg 10
Staten Island, NY 10305
 - C. Court Evaluator-Name Address will be given by the Court
 - D. Alleged Incapacitated Person
 - E. Facility the Incapacitated person is living in(i.e. Hospital, Nursing home)
 - F. Any Other Interested Parties indicated
5. The Court will assign a return/appearance date for the initial hearing, usually within 28 days.