

**FORM GPCSF 11 INSTRUCTIONS**  
**(Petition for the Appointment of an Emergency Guardian and/or Conservator)**

Please include the following when applying for Adult Guardian/Conservatorship:

- 1) Original petition GPCSF Form 11 pages 1-12) along with two (3) copies
- 2) Fee Calculation Form
- 3) Criminal Consent Form completed and signed (Background)
- 4) Privacy Act Statement (Fingerprinting)
- 5) **Color copy** of the Petitioner's driver's license or State-issued ID

**Please use blue ink. All signed or initialed pages of your petition must be originals. We do not accept e-signatures.**

**All signatures on the Verification form must be notarized by a notary before you turn it in.**

**If you would like a file stamped copy of your Petition for your records. Please provide a copy. We will file stamp it and return a copy to you along with your receipt.**

**You do not need an appointment to file your petition.** Please call ahead or alert staff upon your arrival that you are filing an emergency petition.

**We accept filings by mail, drop off in our drop box, or by appointment.** To make an appointment, please visit:

**<https://go.nemoappointment.com/Booking/Booking/Index/p36jd48d>.**

**Petitions will not be processed without the full payment of the filing fee. We do not accept personal checks.** We accept money orders, cashier checks, law firm checks, or checks from a Conservator's account. Checks or money orders must be made payable to Chatham County Probate Court. For customers with an appointment, the Probate Court also accepts credit cards, debit cards, or cash as forms of payment.

**Mailing Address**

Chatham County Probate Court or  
P.O. Box 8344  
Savannah GA 31412

**Physical Address / Location of Drop Box**

Chatham County Probate Court  
133 Montgomery Street, Room 509  
Savannah GA 31401