

### Using This Form

1. Prepared by the clerk and signed by the judge or the clerk.
2. The original should be retained by the court and copies sent to each parent, child, proposed standby guardian and alternate, if any and any other proper or necessary parties.
3. Copies of district court form DC-503, PETITION FOR APPROVAL OF STANDBY GUARDIAN, and summonses for everyone other than the parents, should be attached.

**Data Elements**

1. **Court case number.**
2. **Name of court.**
3. **Name of child for whom approval of standby guardian is required.**
4. **Petitioner's name and address.**
5. **Relationship of petitioner to child.**
6. **Child's address.**
7. **Child's date of birth.**
8. **Name and address of father.**
9. **Name and address of mother.**
10. **Check appropriate box.**
11. **Name and address of proposed/ designated standby guardian.**
12. **Name of alternate, if applicable.**
13. **Check this box if approval of proposed standby guardian is requested and provide name of proposed standby guardian, name of child and check the requested triggering event.**
14. **Check this box if designated standby guardian is requesting approval and check the applicable triggering event.**
15. **Check the appropriate box and if applicable, provide date and time of hearing.**
16. **Date of signing.**
17. **Signature of judge or clerk.**

**NOTICE OF PETITION FOR COURT APPROVAL OF STANDBY GUARDIAN**

Case No.: **1** .....

Commonwealth of Virginia VA. CODE § 16.1-350

**2** .....

Juvenile and Domestic Relations District Court

**3** .....

In re ....., a child under eighteen years of age

**4** .....

**5** .....

PETITIONER

RELATIONSHIP OF PETITIONER TO CHILD

ADDRESS

**6** CHILD'S ADDRESS

**7** .....

CHILD'S DATE OF BIRTH

**PARENTS**

**8** .....

NAME OF FATHER

**9** .....

NAME OF MOTHER

ADDRESS

ADDRESS

**10** Father  Mother  is the qualified parent.

**PROPOSED STANDBY GUARDIAN**

**11** .....

NAME OF PROPOSED/DESIGNATED STANDBY GUARDIAN

**12** .....

ALTERNATE PROPOSED/DESIGNATED STANDBY GUARDIAN

ADDRESS

ADDRESS

**13** Petitioner has requested that ..... be approved to serve as standby guardian for  
NAME OF PROPOSED/DESIGNATED STANDBY GUARDIAN  
..... upon the occurrence of  determination of incompetence or death of  
CHILD'S NAME  
the qualified parent; and/or  written consent of the qualified parent and filing of the consent with the Court; and/or  
 determination of debilitation and written consent to commencement of authority of the standby guardian.

**OR**

Petitioner/Designated Standby Guardian has requested that the court approve his/her designation as standby guardian since,  
**14** within the last thirty (30) days,  a determination of incompetence of the qualified parent has been made,  the death of  
the qualified parent has occurred, or  a determination of debilitation has been made and the qualified parent consented to  
commencement of the authority of the standby guardian. Petitioner has produced to the Court a copy of the written designation  
by the qualified parent.

You may request a hearing within ten days of this notice.

**15**  A hearing will be held on .....  
DATE AND TIME

It is not necessary that you appear at the hearing. No change in custody or other legal rights are effected by the appoint-  
ment of a standby guardian.

DATE **16** .....

**17** .....

JUDGE