

In order to formally establish the legal relationship of guardianship or conservatorship, the court requires interested parties to follow a petitioning process. This document provides a courtesy checklist of the information contained on the Spokane County GMP website. Go to [the website](#) for the current copy of the forms.

Obtain a case number from the Clerk’s office, Room 300

Fill out this form, make a couple copies (original will be filed) and take to the Cashier’s window in the Clerk’s office to obtain a case number. Add the case number and conform (date stamp) your copies. You may have to pay a filing fee at this time.

GDN C 102	Petition for Guardianship, Conservatorship, and/or a Protective Arrangement
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Complete remaining forms to file an Adult Guardianship or Conservatorship

These additional forms will be needed. Contact the Guardianship Monitoring Program, to obtain a hearing date and the next Court Visitors on the Registry. GMP Staff must initial the Order Appointing Court Visitor before you present it for approval.

Form #	Form Name
GDN C 101	Notice of Petition for Guardianship, Conservatorship, or Other Protective Arrangement
GDN C 103	Order Appointing Court Visitor
GDN ALL 005	Notice of Hearing
SPO GDN ALL 007	Declaration of Service / Proof of Service

If you need a Court Visitor (*not always required), work with them to complete these Court Visitor Forms

Form #	Form Name
SPO GDN 02.0400	Court Visitor Statement of qualifications*
SPO GDN 02.0405	Court Visitor REGISTRY Statement of qualifications*
SPO GDN 02.0606	Professional Evaluation Report Form*
SPO 02.0700	Court Visitor Report*
SPO GDN ALL 034	Motion and Declaration for Instructions*
GDN ALL 035	Order on Motion for Instructions*
SPO GDN ALL 007	Declaration of Service / Proof of Service*
GDN ALL 005	Notice of Hearing*
WPF GDN 03.0200	Confidential Coversheet*

Complete required training

File remaining documents

Prepare for hearing

These additional forms should be completed before the hearing and presented to the Court. Be sure to follow the call in ready process to make sure your case will be on the Guardianship/Conservatorship docket.

Form #	Form Name
GDN C 104	Order Appointing Initial Guardian/Conservator
GDN ALL 042	Order Appointing a Successor Guardian / Conservator

GDN ALL 002	Disclosure of Guardian or Conservator (Required)
SPO GDN 02.0801	Declaration Pursuant to LSPR 98.19 (certified)
GDN ALL 003	Acceptance of Appointment - Guardian or Conservator
SPO GDN 02.0120	Notice of Loss of Voting Rights
GDN ALL 008	Designation of and Consent by In State Resident Agent

- Attend hearing**
 - Record your date of Appointment _____**

Action IMMEDIATELY after appointment as guardian / conservator:

- Guardianship only: File ACCEPTANCE OF OFFICE if not presented at hearing or done the day of hearing
- Conservatorship: Obtain Proof of Bond (if needed) before Letters of Office will be issued (Proof of Bond may take more time; therefore the Letters of Office will follow after Proof of Bond is obtained).
- Letters of Office issued by clerk in room 300 (\$5.00 each).

Action NO LATER THAN 14 DAYS after Appointment for guardian / conservator:

- Per (RCW 11.130.315(1) and (2) & RCW 11.130.425 a notice of order of appointment Guardian / Conservator (“Notice of Rights” form below) must be given to the Respondent and any notice parties no later than 14 days after appointment and **attach the Order** with the Notification of Rights.
- Then file a Proof of Service to reflect actions taken.
- You will want to notify the IRS of your appointment (IRS Form 56 – Notice Concerning Fiduciary Relationship).

Form #	Form Name
GDN C 105	Notice (Notification) of Rights
SPO GDN ALL 007	Proof of Service (Must be used with GDN C 101 and GDN C 102)

Action needed within 90 DAYS after Appointment for guardian / conservator:

You have 90 days after the Court signed the Order Appointing Guardian of Person and/or Estate to:

- FILE#: Conservatorship Inventory (Conservatorship only)
- FILE#: Conservator Plan and/or Guardian Plan (same document just fill out appropriate sections)
- FILE#: Receipt of Funds in Blocked Account, if ordered (Conservatorship)

Form #	Form Name
GDN R 201	Conservatorship Inventory
SPO GDN R 202	Guardian/Conservator’s Plan

GDN R 203	Order Approving Guardian/Conservator's Plan
GDN ALL 009	Proof of Service (Other than Personal Service)
SPO GDN 04.0400	Declaration of Conservator: Assets Held in Financial Institutions (DCLR)

Copies of the filed forms, plus an original and copy of the Order Approving plus a small self addressed stamped envelope must be provided to the Guardianship Monitoring Program Drop box, 3rd Floor in the Court Administrator’s office.

#Filing Instructions

Lay Guardians / Conservators are encouraged to mail the Annual Report to the following address:

Spokane County Superior Court Guardianship Monitoring Program
 1116 West Broadway
 Spokane, WA 99260-0350

Important assembly and copy instructions:

- All forms must be single sided AND signed by all co-guardians or co-conservators.
- The use of Spokane County local forms with original signatures is required.
- Before filing, separate ORIGINALS from COPIES and follow the directions below.
- Save a copy of all delivered documents for your files.

<p style="text-align: center;">Stack 1</p> <p style="text-align: center;">Deliver and file to CLERKS OFFICE – ROOM 300</p> <p>File this year’s report with original signature in the:</p> <p style="text-align: center;">Spokane County Clerk’s Office, Room 300 in wooden box labeled “Incoming Pleadings”</p> <p>NOTE: You do not use the date stamp when you file original documents. You use the date stamp for the copies of the documents you just filed. – See Stack 2 directions</p>	<p style="text-align: center;">Stack 2</p> <p style="text-align: center;">Deliver to COURT ADMINISTRATOR’S OFFICE</p> <p style="text-align: center;">3rd Floor Annex for the Superior Court Guardianship Monitoring Program Drop Box, Spokane County Courthouse</p> <p>Deliver the following to the Court Administrators Office:</p> <p>A. A copy of the report with a date stamp (the date stamp is found in the hallway on the 3rd floor or in Room 300).</p> <p>B. Proposed Order Approving - One original PLUS one copy to be sent back to you. Do not date stamp or file these.</p> <p>C. A small self addressed stamped envelope (SASE) – with sufficient postage to return conformed Order Approving.</p> <p style="text-align: center;">OR</p> <p>Attach a note with a phone number asking the GMP to save the Order and Supporting documents copies for pick up. (please note all original supporting documents or extra copies will be shredded if not picked up within 45 days).</p>
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IMPORTANT: Notify the Respondent and any notice parties

Per RCW 11.130.345 (4) and RCW 11.130.530 (4), any Guardian / Conservator’s Report must be given to the Respondent and any notice parties no later than 14 days after filing.

- File Proof of Service (other than Personal Service) to reflect actions taken (This may be filed as the same time as your annual report).**
- Once the conformed Order Approving is returned in your envelope, you should obtain new letters by paying \$5 for each certified copy of Letters in the Clerk's office, Room 300.**

Important dates to track:

- **Letters of Guardianship/ Conservatorship Expire: _____**
- **Guardian/ Conservator Plan Due:** (90 day after Appointment)

- **Guardian/ Conservator Report Due:**

(Report Period) (Day of appointment plus 1 year): _____