

ORDER APPROVING GUARDIAN'S REPORT AND ACCOUNTING

King County Superior Court Facilitators: Instruction # G-4
King County Local Rule 98.20
RCW 11.92.040

Guardians are required to provide the Court with periodic reports on the status of the incapacitated person and the administration of the guardianship. The order which appointed the guardian and subsequent orders approving periodic reports specify a period of 12, 24 or 36 months; the report must be filed within 90 days of the end of the specified reporting period.

The Guardian's Report may be presented to the Court for approval in person at a Court hearing, or by mail. Steps 1 through 3 describe the process for obtaining approval in person. Steps 4 and 5 describe the process of obtaining approval by mail.

These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for a lesser cost. Contact the King County Bar Association Lawyer Referral Line for information about limited services representation. If you cannot afford these costs, there are limited free legal services available to low income people. Contact the Facilitators' office for a Legal Resource List or the King County Bar Association Lawyer Referral Line for information about resources for low income people.

Obtaining Court Approval in Person at a Hearing

STEP 1: OBTAIN AND COMPLETE THE REQUIRED FORMS

- **Notice of Hearing and Declaration of Mailing.**
Pick a date when you will be able to go to court. You must file the notice at least 14 days before the date selected. **If you file the Notice of hearing and Declaration of Mailing by mail, allow sufficient time for receipt by the Department of Judicial Administration at least 14 days before the hearing.** On the first page of the form, fill in the name of the incapacitated person, the case number, the date and time of the hearing, and the nature of the hearing. In King County the Ex Parte Department hears guardianship matters every Monday through Friday that the Court is in session, at 10:30 a.m. On the second page of the form sign the declaration of mailing and provide all of your contact information. List the names and contact information for each person who has submitted a Request for Special Notice of Proceedings.

- **Guardian’s Report and Accounting - Estate under \$80,000 or Estate over \$80,000.**

There are two versions of this form. Choose the appropriate form based on the value of the assets in the guardianship estate. Fill in the caption, which includes the incapacitated person’s name and the case number. Fill in all the blanks on each page of the form. Sign and date the document on the last page.

- **Order Approving Guardian’s Report and Accounting.**

Fill in the caption and fill in the blanks on each page of the form. Sign the order on the last page and fill in your contact information.

STEP 2: MAKE COPIES, FILE ORIGINALS WITH CLERK AND DISTRIBUTE COPIES

<i>Originals</i>	<i>Copy Set #1</i>	<i>Copy Set #2</i>	<i>Additional Copies</i>
File with Clerk: <ul style="list-style-type: none"> • Notice of Hearing and Declaration of Mailing • Guardian’s Report and Accounting 	Deliver Working Papers: <ul style="list-style-type: none"> • Notice of Hearing and Declaration of Mailing • Guardian’s Report and Accounting • Order Approving Guardian’s Report and Accounting 	Keep for your records: <ul style="list-style-type: none"> • Notice of Hearing and Declaration of Mailing • Guardian’s Report and Accounting • Order Approving Guardian’s Report and Accounting 	Deliver to each person who has requested special notice of proceedings: <ul style="list-style-type: none"> • Notice of Hearing and Declaration of Mailing • Guardian’s Report and Accounting • Order Approving Guardian’s Report and Accounting

Make at least two copies of all completed forms. Additional copies will be needed for each person who has submitted a Request for Special Notice of Proceedings.

File the originals of the Notice of Hearing and Declaration of Mailing and the Guardian’s Report and Accounting with the Clerk’s Office. Do not file the proposed Order Approving Guardian’s Report and Accounting.

Deliver the Court’s Working Copies. The working copies may be delivered to the Ex Parte Courtroom at the time you file the originals, or no later than fourteen days before the hearing. They must be delivered to the courthouse designated by the case number. Working copies consist of copies of all forms, including the proposed order.

In the top right-hand corner of the Working Copies write:

WORKING COPIES – EX PARTE
 HEARING DATE _____
 HEARING TIME _____
 PRESENTED BY _____
 (Fill in your name)

At least 10 days before the hearing, deliver copies of all forms to each person who has requested special notice of proceedings. If you mail the forms, you must mail them at least 13 days before the hearing. Include everyone you listed on page two of the Notice of Hearing and Declaration of Mailing. If anyone is represented by an attorney, the documents must be mailed or delivered to the attorney.

STEP 3: ATTEND YOUR HEARING

Attend your hearing in the Ex Parte Courtroom of the King County Courthouse in Seattle for all cases with a SEA designation, or the Kent Regional Justice Center for all cases with a KNT designation. Bring your copies of all forms (including the original of the proposed order) and check in with the courtroom clerk. All hearings are scheduled for 10:30 a.m. and are heard in the order that cases are checked in and ready. You are welcome to arrive early.

Take the signed Order to the Clerk's Office. Make a copy for your records, then take the original of the signed order to the Cashier's window. Ask the Cashier to issue you new Letters of Guardianship. There is a nominal charge for each copy of the Letters of Guardianship.

Obtaining Court Approval by Mail

Note: This procedure is not appropriate if anyone has requested Special Notice of Proceedings.

STEP 4: OBTAIN AND COMPLETE THE REQUIRED FORMS

- **Guardian's Report and Accounting.** There are two versions of this form. Choose the appropriate form based on the value of the assets in the guardianship estate. Fill in the caption, which includes the incapacitated person's name and the case number. Fill in all the blanks on each page of the form. Sign and date the document on the last page.
- **Order Approving Guardian's Report and Accounting.** Fill in the caption and fill in the blanks on each page of the form. Sign the order on the last page and fill in your contact information.

STEP 5: MAIL ORIGINALS, COPIES, AND FEE TO THE CLERK

Make at least two copies of your completed forms.

Mail the originals and one copy of your completed forms to the Clerk of the King County Superior Court. Include a cover letter briefly explaining what you are requesting. If you would like the Clerk to mail you a conformed copy of the signed order, include a self-addressed stamped envelope and an extra copy of the proposed order.

Be sure to include a check for \$30.00 made payable to King County Superior Court Clerk. If you would like the Clerk to mail your new Letters of Guardianship, include this request in your cover letter and add an additional \$5.00 to your check for each copy requested.

Seattle Cases:

Ex Parte Correspondence Section
King County Courthouse, Room E-609
516 Third Avenue
Seattle, WA 98104-2312

Kent Cases

Ex Parte Correspondence Section
Regional Justice Center, Room 2-C
401 Fourth Avenue N.
Kent WA 98032

Keep a copy of the completed forms for your records until the conformed copies and Letters of Guardianship are returned to you.

WARNING: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. (You may be able to hire a lawyer for a small fee to review your completed forms and talk about your problem but not represent you in court). If you need a lawyer, contact the Family Law Facilitators' Office for a *Legal Resource List* or call the King County Bar Association.