

# NOTICE OF CHANGE OF ADDRESS OR CHANGE OF CIRCUMSTANCES; NOTICE OF DEATH

King County Superior Court Facilitators: Instruction # G-5  
King County Local Rule 98.20  
RCW 11.92.043

*The purpose of these documents is to provide the Court and other interested parties with notice of a change of address of the incapacitated person, guardian, attorney or other interested party, or in the incapacitated person's finances or physical condition, including death. All forms must be filed within 30 days of a change of residence, change of circumstances or death.*

## STEP 1: OBTAIN AND COMPLETE THE REQUIRED FORMS

- **Notice of Change of Address & Declaration of Mailing**  
Fill in the caption and case number. Fill in the appropriate blanks on each page. Sign and date the declaration of mailing and list all individuals and contact information who are entitled to notice. You must include any person who has requested notice of proceedings.

AND/OR

- **Notice of Change in Circumstances**  
Fill in the caption and case number. Fill in the appropriate blanks, based on the changes occurring. Sign and date the form.

AND/OR

- **Notice of Death**  
Fill in the caption and case number. Fill in the blanks and sign and date the form.

## STEP 2: TALK TO AN ATTORNEY IF POSSIBLE

**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.

**STEP 3: MAKE COPIES, FILE ORIGINALS WITH CLERK AND DISTRIBUTE COPIES.**

**Make at least one copy 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 all forms with the Clerk.**

**Deliver copies of all forms to each person who has submitted a Request for Special Notice of Proceedings.**

**Keep a copy** of the completed forms for your records.

**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.