

# How to Close a Guardianship

These instructions explain how to close (terminate) the guardianship court case, discharge the guardian and exonerate the bond, if any, when a guardianship is no longer necessary (either because the incapacity no longer exists or because of the death of the incapacitated person).

The Order Closing Guardianship and Discharging Guardian may be entered **only after completion of all final requirements set forth in the Order Approving Final Report.**

## Talk to a lawyer, if you can.

These instructions are legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. You can contact the King County Bar Association to ask for a referral. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court, and confirming this is the best legal action for your case. This will cost less than hiring a lawyer for your whole case.
- Ask the Family Law Facilitators' office for a list of low-cost and free legal resources for low-income people.

## Step 1: Fill out these forms

Download forms at: [www.kingcounty.gov/courts/scforms/guardianship.aspx](http://www.kingcounty.gov/courts/scforms/guardianship.aspx)

Form name	Form number	Notes	Completed
<a href="#">Petition for Order Closing Guardianship and Discharging Guardian</a>	26		<input type="checkbox"/>
<a href="#">Order Closing Guardianship, Discharging Guardian and Exonerating Bond</a>	27	Fill this out for the Commissioner	<input type="checkbox"/>

## Step 2: Getting your request approved

<p><b>If there are <u>no</u> interested parties...</b></p> <p>The court <u>did not</u> list any interested parties on the Order appointing you as Guardian.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>No one filed a Special Notice of Proceedings.</p>		<p><b>If there are interested parties...</b></p> <p>The court may have listed interested parties on the Order appointing you as Guardian.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Parties may have filed a Special Notice of Proceedings and served you with their notice.</p>	
<p><b>You may renew by mail or in person</b></p>		<p><b>You must set a hearing</b></p>	
<p><b>By Mail</b></p>	<p>What forms do I need to mail?</p> <ul style="list-style-type: none"> <li>Forms from <a href="#">Step 1</a></li> <li><a href="#">Ex Parte via the Clerk Coversheet</a></li> </ul>	<p>What forms do I need to serve?</p> <ul style="list-style-type: none"> <li>Forms from <a href="#">Step 1</a></li> <li>Notice of Court Date (Ex Parte) (<b>Kent</b> or <b>Seattle</b>)</li> </ul>	
	<p>Where do I mail everything?</p> <ul style="list-style-type: none"> <li>If I have a Kent case: Ex Parte Correspondence Regional Justice Center 401 Fourth Avenue N, 2C Kent, WA 98032</li> <li>If I have a Seattle case: Ex Parte Correspondence King County Courthouse 516 Third Avenue, E609 Seattle, WA 98104</li> </ul> <p>When do I mail in my documents?</p> <ul style="list-style-type: none"> <li>After completing all final requirements set forth in the Order Approving Final Report.</li> </ul>	<p>When do I set my hearing?</p> <ul style="list-style-type: none"> <li>You must provide 14 days notice if hand delivering, or 17 days notice if serving by mail to each person and/or agency who requires notice</li> <li>The hearing will be at 10:30am on the day of your choice (Monday-Friday)</li> </ul> <p>How many copies do I need and where do I take them?</p> <ul style="list-style-type: none"> <li><b>Original</b> – Clerks’ Office 2C in Kent E609 in Seattle</li> <li><b>Copy 1</b> – Working Copy 1J in Kent W325 in Seattle</li> </ul>	

	<p>How much is it going to cost?</p> <ul style="list-style-type: none"> <li>• \$30 presentation fee</li> <li>• Make your check out to: King County Superior Court</li> </ul>	<p>Add the following to the upper-right corner of the top page of your documents:</p>
<p><b>In person</b></p>	<p>What forms do I need to bring?</p> <ul style="list-style-type: none"> <li>• Forms from <u>Step 1</u></li> <li>• <a href="#">Ex Parte via the Clerk Coversheet</a></li> </ul> <p>Where do I bring everything?</p> <ul style="list-style-type: none"> <li>• <b>Clerk’s Office</b> 2C in Kent E609 in Seattle</li> </ul> <p>When do I bring in my documents?</p> <ul style="list-style-type: none"> <li>• During the 90 days following your anniversary date</li> </ul> <p>How much is it going to cost?</p> <ul style="list-style-type: none"> <li>• \$30 presentation fee</li> <li>• Make your check out to: King County Superior Court</li> </ul>	<div style="border: 1px dashed black; padding: 5px; margin-bottom: 10px;"> <p><b>Working Papers</b> Attn: Ex Parte Department Hearing date: _____ Hearing time: 10:30am Presented by: <i>(your name)</i></p> </div> <ul style="list-style-type: none"> <li>• <b>Copy 2</b> – keep for your records</li> <li>• <b>Copy 3+</b> - each person/agency that requires notice</li> </ul> <p>What’s next?</p> <ul style="list-style-type: none"> <li>• Deliver Working Copy at least 14 days before the hearing.</li> <li>• Serve the Interested Parties. Fill out <b>Proof of Mailing or Hand Delivery</b> to prove to the court all parties were properly notified.</li> <li>• Attend your hearing (1J or W325)</li> <li>• Bring your copy of the documents along with the proof of service &amp; proposed orders.</li> </ul>

**If a bond is being exonerated in the Order** you will need a certified copy of the Order to send to the bonding company along with a cover letter indicating that the bond was exonerated. Certified copies can be purchased from the Clerk’s Office and are \$5; make checks payable to “King County Superior Court.”