

How to Schedule a Guardianship Hearing

This instruction explains how to schedule a court hearing in a guardianship matter and to notify each person who has requested special notice of proceedings

Talk to a lawyer if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms. 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. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator's office for a list of low-cost and free legal resources.

King County Superior Court
516 3rd Ave, Room W-382
Seattle, WA 98104

Maleng Regional Justice Center
401 4th Ave North, Room 3D
Kent, WA 98032

Step 1: Fill out these forms

Download form at:

<https://www.kingcounty.gov/courts/clerk/forms.aspx>

Form name	Form Number	Notes	Completed
Notice of Court Date (Ex Parte)	Kent or Seattle	See step 2	<input type="checkbox"/>

Download forms at: <http://www.courts.wa.gov/forms/>

Form name	Form number	Notes	Completed
Motion	FL All Family 181	Tell the court what you are requesting	<input type="checkbox"/>
Order	FL All Family 182	Fill this out for the Commissioner	<input type="checkbox"/>

Step 2: How to choose a court date

To set your court date, you must fill out and file the *Ex Parte Notice of Court Date (Commissioners)*. The date you choose **must** be at least **14 days** after the day you file **and serve** the Notice of Court Date and all other documents (**17 days if serving by mail**).

- Write the date you choose next to “Date”
- Write the title of your motion next to “Nature of Motion”
- Check the box next to “Probate/Guardianship, Hearing time: 10:30 am” to schedule the time of your hearing.
- On the second page list the names and contact information for each person who has submitted a “Request for Special Notice of Proceedings.”

How many copies do I need?

- **Original** set to file with Clerk’s office
- Copy **1** will go to the Commissioner for the hearing
- Copy **2** you will keep for your records
- Additional copies will be needed for each person who has submitted a Request for Special Notice of Proceedings

Step 3: Take your original forms to the Clerk's Office

File the originals of all forms (except any proposed orders) with the Clerk (room 2C in Kent and room E609 in Seattle).

Step 4: Deliver the Commissioner's Working Copies

The Commissioner's working copy is a set of all forms from Step 1 including the proposed Order that you would like the court to sign at the hearing. Take this set of copies to the Ex Parte Courtroom (1J in Kent and W325 in Seattle) at the same time you file the originals, or no later than 14 days before the hearing.

Copy and complete the chart below to the upper right hand corner of the first page of the set of forms you are delivering to the Commissioner.

Commissioner's Working Papers Family Law Motions Hearing Date: _____ Hearing Time: __ 10:30 am _____ Presented By: (your name): _____

Step 5: Have other parties served

What to serve

Serve the other party with a copy of all forms from Step 1.

How to serve

Provided that no order restrains you from having contact with the other party, you may deliver or mail them yourself at least **14 calendar days by 12 noon** before the hearing (add 3 more days for mailing). If the other party has an attorney, deliver or mail the forms to the attorney instead. After you have delivered or mailed the forms to the other party or attorney, fill out the ***Proof of Mailing or Hand Delivery*** (FL All Family 112) form. File the original with the Clerk's Office, keep a copy for your records, and bring it with you to the hearing.

You can download at: <https://kingcounty.gov/courts/clerk/forms.aspx>

Form name	Form number	Notes	Completed
<i>Proof of Mailing or Hand Delivery</i>	FL All Family 112	See Step 5.	<input type="checkbox"/>