

# How to renew your Guardianship

## *(Annual, bi-annual, or tri-annual)*

These instructions explain how to file your guardian report and get it approved by the court so that you can continue to act as a legal Guardian.

### **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)

### If the Incapacitated Person has assets less than \$80,000 you must use:

Form name	Form number	Notes	Completed
<a href="#">Guardian's report and accounting (Estates under \$80,000)</a>	18		<input type="checkbox"/>
<a href="#">Order approving guardian's report, accounting, personal care plan and budget</a>	21	Fill this out for the Judicial Officer	<input type="checkbox"/>

**OR**

### If the Incapacitated Person has assets greater than \$80,000 you must use:

<a href="#">Guardian's report and accounting (Estates over \$80,000)</a>	19		<input type="checkbox"/>
<a href="#">Order approving guardian's report, accounting, personal care plan and budget</a>	21	Fill this out for the Judicial Officer	<input type="checkbox"/>

### How to fill in the dates on your Proposed Order Approving Guardian's Report:

Line 1	Date Guardian Appointed:	Anniversary date (month / day) / the year you were appointed as Guardian
Line 2	Due Date for Report and Accounting:	Anniversary date (month / day) / the end year of your next reporting period (12/24/36 months away)
Line 3	Date of Next Review:	Line 2 date + 90 days
Line 4	Letters Expire On (150 days following the end of the next reporting period):	Line 2 date + 150 days

## Step 2: Getting your report 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 style="text-align: center;"><b><u>OR</u></b></p> <p>You are <u>not</u> seeking payment for Guardian and/or legal fees.</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 style="text-align: center;"><b><u>OR</u></b></p> <p>You are seeking public funds from government agencies to pay Guardian and/or legal fees.</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) (<a href="#">Kent</a> or <a href="#">Seattle</a>)</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>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>\$5 for each <u>certified</u> Letter of Guardianship</li> <li>Make your check out to: King County Superior Court</li> </ul>	<p>When do I set my hearing?</p> <ul style="list-style-type: none"> <li>During the 90 days following your anniversary date</li> <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>Add the following to the upper-right corner of the top page of your documents:</p> <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"> <p><b>Working Papers</b> Attn: Ex Parte Department Hearing date: _____ Hearing time: 10:30am Presented by: <i>(your name)</i></p> </div>	

<p><b>In person</b></p>	<p>What forms do I need to bring?</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>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>\$5 for each <u>certified</u> Letter of Guardianship</li> <li>Make your check out to: King County Superior Court</li> </ul>	<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> <p>How much is it going to cost?</p> <ul style="list-style-type: none"> <li>\$5 for each <u>certified</u> Letter of Guardianship</li> <li>Make your check out to: King County Superior Court</li> </ul>
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The *Letters of Guardianship* you receive are your proof that you may continue to make certain kinds of decisions for the incapacitated person. Keep a copy for your records.