

How to file your Final Guardian report

These instructions explain how to file your final guardian report and get it approved by the court. A final report is necessary when:

- The guardian resigns or is removed;
- When the incapacity no longer exists; or
- When the incapacitated person dies.

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 these forms at:

<http://www.kingcounty.gov/courts/superior-court/ex-parte-probate/guardianship-forms.aspx>

Form name	Form number	Notes	Completed
Petition for Order Approving Guardian's Activities and Final Report	24		<input type="checkbox"/>
Order approving guardian's final report	25	Fill this out for the Commissioner	<input type="checkbox"/>

Step 2: Getting your report approved

<p>If there are <u>no</u> interested parties...</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;"><u>OR</u></p> <p>No one filed a Special Notice of Proceedings.</p>		<p>If there are interested parties...</p> <p>The court may have listed interested parties on the Order appointing you as Guardian.</p> <p style="text-align: center;"><u>OR</u></p> <p>Parties may have filed a Special Notice of Proceedings and served you with their notice.</p>	
<p>You may renew by mail or in person</p>		<p>You must set a hearing</p>	
<p>By Mail</p>	<p>What forms do I need to mail?</p> <ul style="list-style-type: none"> Forms from Step 1 Ex Parte via the Clerk Coversheet <p>Where do I mail everything?</p> <ul style="list-style-type: none"> If I have a Kent case: Ex Parte Correspondence Regional Justice Center 401 Fourth Avenue N, 2C Kent, WA 98032 If I have a Seattle case: Ex Parte Correspondence King County Courthouse 516 Third Avenue, E609 Seattle, WA 98104 <p>How much is it going to cost?</p> <ul style="list-style-type: none"> \$30 presentation fee Make your check out to: King County Superior Court 	<p>What forms do I need to serve?</p> <ul style="list-style-type: none"> Forms from Step 1 Notice of Court Date (Ex Parte) <i>(Kent or Seattle)</i> <p>When do I set my hearing?</p> <ul style="list-style-type: none"> 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 The hearing will be at 10:30am on the day of your choice (Monday-Friday) <p>How many copies do I need and where do I take them?</p> <ul style="list-style-type: none"> Original – Clerks' Office 2C in Kent E609 in Seattle 	

<p>In person</p>	<p>What forms do I need to bring?</p> <ul style="list-style-type: none"> Forms from Step 1 Ex Parte via the Clerk Coversheet <p>Where do I bring everything?</p> <ul style="list-style-type: none"> Clerk's Office 2C in Kent E609 in Seattle <p>When do I bring in my documents?</p> <ul style="list-style-type: none"> During the 90 days following your anniversary date <p>How much is it going to cost?</p> <ul style="list-style-type: none"> \$30 presentation fee Make your check out to: King County Superior Court 	<ul style="list-style-type: none"> Copy 1 – Working Copy 1J in Kent W325 in Seattle Add the following to the upper-right corner of the top page of your documents: <div style="border: 1px dashed black; padding: 5px; background-color: #e6f2ff;"> <p>Working Papers Attn: Ex Parte Department Hearing date: _____ Hearing time: 10:30am Presented by: <i>(your name)</i></p> </div> <ul style="list-style-type: none"> Copy 2 – keep for your records Copy 3+ - each person/agency that requires notice <p>What's next?</p> <ul style="list-style-type: none"> Deliver Working Copy at least 14 days before the hearing. Serve the Interested Parties. Fill out Proof of Mailing or Hand Delivery to prove to the court all parties were properly notified. Attend your hearing (1J or W325) Bring your copy of the documents along with the proof of service & proposed orders.
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Step 3: Next steps...

If the Guardianship is being closed because of the death of the Incapacitated Person, the Guardian must comply with all sections of the order. These can include filing a final tax return, paying outstanding debt and fees, transferring assets to the deceased Incapacitated Person's estate and filing proof of the payments required by this order.

After completing any duties required in the Order Approving Guardian's Final Report, the Guardian must petition the Court to close the Guardianship and discharge the Guardian. (Ask the facilitators for instructions on how to close the Guardianship)