

In order to formally establish the legal relationship of guardianship or conservatorship, the court requires interested parties to follow a petitioning process. This document provides a courtesy checklist of the information contained on the Spokane County GMP website. Go to [the website](#) for the current copy of the forms.

☐ **Complete Required forms to file an Adult Guardianship or Conservatorship**

Form #	Form Name
GDN C 101	Notice of Petition for Guardianship, Conservatorship, or Other Protective Arrangement
GDN C 102	Petition for Guardianship, Conservatorship, and/or a Protective Arrangement
GDN C 103	Order Appointing Court Visitor
GDN ALL 005	Notice of Hearing
SPO GDN ALL 007	Declaration of Service / Proof of Service

☐ **If you need a Court Visitor (*not always required), work with them to complete these Court Visitor Forms**

Form #	Form Name
SPO GDN 02.0400	Court Visitor Statement of qualifications*
SPO GDN 02.0405	Court Visitor REGISTRY Statement of qualifications*
SPO GDN 02.0606	Professional Evaluation Report Form*
SPO 02.0700	Court Visitor Report*
SPO GDN ALL 034	Motion and Declaration for Instructions*
GDN ALL 035	Order on Motion for Instructions*
SPO GDN ALL 007	Declaration of Service / Proof of Service*
GDN ALL 005	Notice of Hearing*
WPF GDN 03.0200	Confidential Coversheet*

☐ **Complete required training**

☐ **File documents & pay filing fee**

☐ **Prepare for hearing**

These additional forms should be completed before the hearing and presented to the Court.

Form #	Form Name
GDN C 104	Order Appointing Initial Guardian/Conservator
GDN ALL 042	Order Appointing a Successor Guardian / Conservator
SPO GDN 02.0800	Declaration of Proposed Guardian (certified)
SPO GDN 02.0801	Declaration Pursuant to LSPR 98.19 (certified)
SPO GDN 02.0900	Declaration of Proposed Guardian (non-certified)
GDN ALL 003	Acceptance of Appointment - Guardian or Conservator
SPO GDN 02.0120	Notice of Loss of Voting Rights
GDN ALL 008	Designation of and Consent by In State Resident Agent

☐ **Attend hearing**

- ☐ **Record your date of Appointment** _____

Action IMMEDIATELY after appointment as guardian / conservator:

- ☐ Guardianship only: File ACCEPTANCE OF OFFICE if not presented at hearing or done the day of hearing
- ☐ Conservatorship: Obtain Proof of Bond before Letters of Office will be issued (Proof of Bond may take more time; therefore the Letters of Office will follow after Proof of Bond is obtained).
- ☐ Letters of Office issued by clerk in room 300 (\$5.00 each).

Action NO LATER THAN 14 DAYS after Appointment for guardian / conservator:

- ☐ Per (RCW 11.130.315(1) and (2) & RCW 11.130.425 a notice of order of appointment Guardian / Conservator ("Notice of Rights" form below) must be given to the Respondent and any notice parties no later than 14 days after appointment and attach the Order with the Notification of Rights.
- ☐ Then file a Declaration of Service to reflect actions taken.
- ☐ You will want to notify the IRS of your appointment (IRS Form 56 – Notice Concerning Fiduciary Relationship).

Form #	Form Name
GDN C 105	Notice (Notification) of Rights
SPO GDN ALL 007	Declaration of Service / Proof of Service

Action needed within 90 DAYS after Appointment for guardian / conservator:

You have 90 days after the Court signed the Order Appointing Guardian of Person and/or Estate to:

- ☐ FILE#: Conservatorship Inventory (Conservatorship only)
- ☐ FILE#: Conservator Plan and/or Guardian Plan (same document just fill out appropriate sections)
- ☐ FILE#: Receipt of Funds in Blocked Account, if ordered (Conservatorship)

Form #	Form Name
GDN R 201	Conservatorship Inventory
SPO GDN R 202	Guardian/Conservator's Plan
GDN R 203	Order Approving Guardian/Conservator's Plan
SPO GDN ALL 007	Declaration of Service / Proof of Service
SPO GDN 04.0400	Declaration of Conservator: Assets Held in Financial Institutions (DCLR)

#Filing Instructions

Guardians / Conservators are encouraged to mail the Annual Report to the following address:

Spokane County Superior Court Guardianship Monitoring Program
 1116 West Broadway
 Spokane, WA 99260-0350

Important assembly and copy instructions:

- All forms must be single sided AND signed by all co-guardians or co-conservators.
- The use of Spokane County local forms with original signatures is required.
- Before filing, separate ORIGINALS from COPIES and follow the directions below.
- Save a copy of all delivered documents for your files.

<p style="text-align: center;">Stack 1 Deliver and file to CLERKS OFFICE – ROOM 300</p> <p>File this year’s care plan with original signature in the:</p> <p>Spokane County Clerk’s Office, Room 300 in wooden box labeled “Incoming Pleadings”</p> <p>NOTE: You do not use the date stamp when you file original documents. You use the date stamp for the copies of the documents you just filed. – See Stack 2 directions</p>	<p style="text-align: center;">Stack 2 Deliver to COURT ADMINISTRATOR’S OFFICE 3rd Floor Annex for the Superior Court Guardianship Monitoring Program, Spokane County Courthouse</p> <p>Deliver the following to the Court Administrators Office:</p> <p>A. A copy of the care plan with a date stamp (the date stamp is found in the hallway on the 3rd floor or in Room 300).</p> <p>B. Proposed Order Approving - One original PLUS one copy to be sent back to you. Do not date stamp or file these.</p> <p>C. A self addressed stamped envelope (SASE) – with sufficient postage to return copies of your documents</p> <p style="text-align: center;">OR</p> <p>Attach a note with a phone number asking the GMP to save the Order and Supporting documents copies for pick up. (please note all original supporting documents or extra copies will be shredded if not picked up within 60-days).</p>
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☐ **IMPORTANT: Notify the Respondent and any notice parties**

Per RCW 11.130.345 (4) and RCW 11.130.530 (4), any Guardian / Conservator’s Report must be given to the Respondent and any notice parties no later than 14 days after filing.

☐ **File a Declaration of Service / Proof of Service to reflect actions taken.**

Important dates to track:

- **Letters of Guardianship/ Conservatorship Expire:** _____
- **Guardian/ Conservator Plan Due:** (90 day after Appointment) _____