

HOW TO COMPLETE NEW GUARDIANSHIP/CONSERVATORSHIP FORMS UNDER NEW UGA LAW

1. The guardian/conservator is ready to fill out this year's annual report. It should be noted **ALL FOUR FORMS** are required for **ALL GUARDIANSHIPS/CONSERVATORSHIPS**.

Guardianship Forms are available online at www.spokanecounty.org/superiorcourt/guardianforms

Guardianship forms may also be purchased at the Spokane County Bar Association Office on the fourth floor of the Spokane County Courthouse Annex.

<u>Guardian (Formerly called, Guardian of the Person):</u> Motion for approval of Guardian's Conservator's report Guardian/Conservator's Report* Order Approving Guardian/Conservator's Report Declaration of Service	<u>Conservator (Formerly called, Guardian of the Estate):</u> Motion for approval of Guardian's Conservator's report Guardian/Conservator's Report** Order Approving Guardian/Conservator's Report Declaration of Service
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*Guardian shall complete sections A, B & D.

**Conservator shall complete sections A, C & D.

If you are Guardian & Conservator you shall complete sections A, B, C & D.

2. Forms may be mailed in or submitted in person. See below for specifics.

Mail In:

Motion for approval of Guardian's Conservator's report
Guardian/Conservator's Report
Order Approving Guardian/Conservator's Report
Declaration of Service

In Person:

Separate Forms into Two Stacks

Stack 1- File (in Wooden Incoming Pleadings Box) in Room 300, Clerk's Office

1. Motion for approval of Guardian's Conservator's report
2. Guardian/Conservator's Report
3. Declaration of Service

PLUS 1 copy of each of the above forms, self-addressed stamped envelope, bank statements or proof of assets (real estate/vehicles, etc.), cash receipt journal and/or receipts.

Stack 2 – Drop off in Court Administrator's Office, 3rd Floor Annex, Guardianship Drop Box, date stamped:

1. Copy of Motion
2. Copy of Guardian/Conservator's Report
3. Copy of Declaration of Service
4. Order Approving Guardian/Conservator's Report PLUS COPY (NOT DATE STAMPED)
5. Bank statements/Proof of assets (real estate/vehicles, etc.) cash receipt journal and/or receipts and self-addressed stamped envelope.

Mail-In Address:

Spokane County GMP
1116 West Broadway Room 202A
Spokane, WA 99260 0350

Helpful Tidbits:

Declaration of Service MUST INCLUDE the Person under guardianship/conservatorship PLUS any other interested parties as this gives parties the right to object. 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. Then file a Declaration of Service to reflect actions taken. The Court will hold paperwork to allow for this 30 days to pass BEFORE the Order Approving will be signed. This could result in longer wait times.

Letters of Office expiration date is specific to Spokane County it is 120 days not the 180 as stated on the forms.