

HOW TO COMPLETE THE PROOF OF SERVICE (Other than Personal Service)

1. The Guardian/Conservator has filled out this year's annual Motion for Approval of Guardians/Conservators Report, Guardian/Conservator report, and Order Approving Guardian/Conservator's Report and made copies for filing along with a self-addressed stamped envelope. Now the Proof of Service (Other Than Personal Service) needs to be completed.
 - a. The Proof of Service (Other Than Personal Service) tells the Court how notice was given to the Person (Respondent/Individual) under guardianship/conservatorship PLUS any other interested parties. Per RCW 11.130.345 (4) and RCW 11.130.530 (4), any Guardian / Conservator's Report must be given to the Respondent (Person under guardianship/conservatorship) and any notice parties no later than 14 days after filing. Or the Proof of Service (Other than Personal Service) may be filed at the same time as the motion, report & order if the person filling out the form does it on the same day as the guardian/conservator files the annual motion, report & order. Always include the case name and number in the header of the form. List the documents serviced (Guardian's/Conservator's Report, Motion for approval of Guardian's/Conservator's Report, Order Approving Guardian/Conservator's Report).
2. Check the box "Who is Serving" of the person giving (petitioner/guardian/conservator or other party) the form(s).
3. Check the box in "Type of Service" section of the forms being given. If the form is not listed, please use the "Other" Section and write in title of form(s). The Proof of Service (Other than Personal Service) is required by the New UGA Law. Unfortunately, there are no exceptions even if the Respondent may be upset, not able to read or understand the forms.
 - a. List the Respondent's name and address and check the box on how the forms were delivered (Hand Delivered, Regular 1st Class mail, Certified Mail, Return Receipt Requested, or Other. Fill in the **date & time** and any other interested party's names and addresses.
4. Sign the form, along with printed name, city and state and date.

SEE SAMPLE FORM

5. Once all the proper forms have been received the Court MUST HOLD ALL REPORTS for 30 Days to allow for any possible objections. If no one objects after 30 days, the Court will send the annual report for review, audit (if necessary) and approval. This could result in longer wait times to receive the Order Approving Guardians/Conservators Report and obtaining the letters.

