

**SNOHOMISH COUNTY  
SUPERIOR COURT**

**GUARDIANSHIP MANUAL**

**Revised Code of Washington  
Title 11**

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Acknowledgement. Thank you to King County Bar Association who has graciously granted Snohomish County Superior Court permission to use excerpts from their *Family & Volunteer Guardian’s Handbook: How to be an Effective Guardian (2010)*.

**DISCLAIMER. This manual does not cover all duties and responsibilities of a guardian, nor all laws covering the same or actual text of RCWs. In cases in which the instructions or forms are not clear to a guardian or in complex cases, the GMP or an attorney should be consulted.**

## A. PURPOSE OF THIS MANUAL

This manual is to be carefully read and followed by **all persons appointed or about to be appointed as a guardian** by the Superior Court of the State of Washington for Snohomish County. This includes persons who may have been appointed guardian several years previously. It is based upon Washington State law as codified in the **Revised Code of Washington**, Title 11, Chapters 11.88 and 11.92. These statutes (laws) are referred to as "**RCWs**"; for example, RCW 11.88.010. This manual is based on laws in effect as of **January 1, 2016** which may be changed in the future.

The Snohomish County Law Library in Room C-139 of the courthouse and most public libraries in the county have current copies of the RCW available. The RCWs can also be found online at: <http://apps.leg.wa.gov/rcw/default.aspx?Cite=11>. A **glossary** explaining the various terms used in this manual follows and should be referred to for a full understanding.

**MANDATORY TRAINING:** All lay (as opposed to "professional") guardians are required to complete standardized, free, web training within 90 days of appointment, unless excused from such by the court. You can access the training at [http://www.courts.wa.gov/programs\\_orgs/guardian/?fa=guardian.layGuardianship&type=train](http://www.courts.wa.gov/programs_orgs/guardian/?fa=guardian.layGuardianship&type=train) . If you have any questions or trouble accessing the training, please contact the Administrative Office of the Courts at 1.360.704.4081 or [LayGuardianTraining@courts.wa.gov](mailto:LayGuardianTraining@courts.wa.gov). If you do not have a computer or have further questions you may contact Superior Court's Programs Administrator at 425.388.3834 or the Guardianship Monitoring Program at 425.388.3284.

**COURT FORMS:** You can find the forms required by Snohomish County Superior Court online at: <http://www.snohomishcountywa.gov/438/Forms>, or by contacting the County Clerk (2<sup>nd</sup> Floor of the courthouse, or 425.388.3466) or contacting the Guardianship Monitoring Program. **Where an asterisk (\*)** follows the name or description of a report or other document to be filed by a guardian, a Snohomish County Superior Court form is available for that purpose. Additional forms are available to purchase from the Snohomish County Clerk's Office, and online at <https://www.courts.wa.gov/forms/>

**CHECKLIST:** A checklist is on page 29. Guardians should fill in the blanks on the list to keep track of the dates on which actions and filings in their respective guardianships will be required.

**GUARDIANS CAN BE SANCTIONED:** A guardian may be removed and/or held personally and financially responsible for failing to properly carry out and fulfill his/her duties and responsibilities. If a guardian fails to file a required report or accounting, or fails to appear at a review hearing, the court has the authority to schedule a contempt hearing; appoint a Guardian

Ad Litem; require the guardian to attend training; remove the guardian; appoint a successor guardian; or take other action as the court deems just and equitable.

**ADDITIONAL INFORMATION:** Additional information regarding guardianships can be found at [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org) and click on “Seniors”. The mandatory online training also covers a list of resources that you may find helpful.

**DO NOT LET YOUR *LETTERS OF GUARDIANSHIP* EXPIRE!** A copy of the Letters of Guardianship will be required by banks, financial institutions, case managers, medical care providers, and others. If the guardian encounters third parties who do not understand the significance of the Letters of Guardianship, the guardian can explain that the Clerk’s Letters of Guardianship grant the guardian the authority to act for the Court while carrying out the Court’s order appointing the guardian.

**These individuals or institutions may also require a duplicate copy (non-certified) of the certified copy of the order.** If your Letters of Guardianship expire, you will no longer have legal authority to perform your duties and responsibilities as guardian. Pay attention to all due dates for reports and expiration of your Letters.

**OVERSIGHT:** All guardianships in Snohomish County are subject to oversight and reports to the Court by the **Court's Guardianship Monitoring Program.**

The branch of the Court supervising most guardianships is the Court Commissioner assigned to the Guardianship Calendar, which is held Monday at 1:00 p.m. and Friday at 9:00 a.m. in Dept. D. This schedule may change from time to time, so please check with the Court Administrator's office at 425.388.3421 or online at <http://www.snohomishcountywa.gov/1338/Calendars-and-Schedules>

## General Information

Following are some basic terms regarding guardianship cases. Further terminology is covered in the mandatory online training.

## Glossary of Terms

**Accounting:** A financial statement of the assets, liabilities, income and expenses of the Protected Person's estate.

**Interim:** For the particular period of time covered.

**Final:** Due upon the termination of the guardianship, or the termination of the guardian's appointment.

***Alleged Incapacitated Person (AIP), or Protected Person:*** The person for whom a guardian is appointed by the Court has traditionally been called a "ward." More recently, the term "Protected Person" has come into use throughout the United States.

In Washington State, before the establishment of a guardianship, the proposed Protected Person is called the "***Alleged Incapacitated Person***" or "***AIP.***" If the Court makes a determination that the AIP is incapacitated and in need of a guardianship, the AIP may then be referred to as an adjudicated "Incapacitated Person", or "IP."

However, because the Department of Social and Health Services (DSHS) uses the term "IP" for "Individual Provider" when referring to a personal aide or caregiver who does not work for an agency, the term Protected Person will be used throughout this handbook to refer to a person for whom a guardianship has been established by the Court.

***Aging and Disability Services (ADS):*** The local agency charged with doing the planning and service provision under the Older Americans Act. Under contract, the local AAA (Area Agency on Aging) manages at-home Medicaid cases, planning and service authorization.

***Blocked Account:*** An account with a bank or other financial institution containing funds which can only be withdrawn by court order as acknowledged by such institution.

***Bond:*** The court may require that a bond be posted by the Guardian of the Estate as a condition of the court issuing Letters of Guardianship. Posting a bond may help ensure reimbursement of the estate for losses that might be suffered through the guardian's mishandling of the Protected Person's assets.

The court may also waive the posting of a bond by the guardian if the assets of the guardianship estate are less than \$3000.00 or if blocked accounts are used. If the court does require the posting of a bond, the bond may later be reduced or exonerated if circumstances change and a bond is no longer necessary. In both situations court approval is a prerequisite.

**Case:** Each guardianship has a unique cause number, provided by the Superior Court where the guardianship is filed. All of the proceedings, forms and documents filed in the guardianship or ordered by the Court make up the case file.

**Case Manager:** Protected Persons who are a client of DSHS will have a case manager, usually a social worker or registered nurse. The case manager sets up a plan of care, does the comprehensive assessment and provides ongoing monitoring of care.

**Clerk:** The official Clerk of the Court, which in Snohomish County is the Office of the Snohomish County Clerk, 2<sup>nd</sup> floor, Old Courthouse building.

**Court:** The Superior Court of the county where the case is filed. Also, a Judge or Commissioner of that Court who is hearing the case may be referred to as “the Court.”

**Department of Social and Health Services:** DSHS, or the “department” is the umbrella social services agency in Washington State. There are five administrations and many divisions within the department.

- a. Aging and Disability Services Administration (ADSA) — The administration of the department that deals with long-term care for adults, and developmentally disabled children. Local Area Agencies on Aging provide information and services on a range of assistance for older adults and those who care for them.
- b. Home and Community Services Division (HCS) — This division has local offices. It provides comprehensive assessments and service plans.
- c. Adult Protective Services (APS) — These social workers investigate reports of neglect, abuse, abandonment, and financial exploitation of vulnerable adults who live at home. If the APS social workers find a problem, they may offer services for the vulnerable adult and may have to report the suspected neglect, abuse, abandonment or financial exploitation to law enforcement.

If you need to report suspected abuse call: **1-866-ENDHARM (1-866-363-4276)**

- d. State Council on Aging — This group carries out the Older Americans Act, and monitors the contracts with the Area Agencies on Aging.
- e. Division of Developmental Disabilities (DDD) — Provides responsive services and support to individuals with developmental disabilities, enhancing opportunities for personal choice and control of their daily lives. There are, however, waiting lists for many of the services.

**Fiduciary:** This term describes the type of relationship that you enter into when appointed as guardian. A fiduciary owes the highest duty of care to the Protected Person; it is an important

position of trust. As such, the guardian must always act with honesty, fidelity, and loyalty toward the person for whom you are serving. You must put the interests of the Protected Person before your own.

**File (noun):** The official file for any judicial proceeding, including guardianships, maintained under the name of the Protected Person and a nine-digit file number (except some old cases);.

**File (verb):** To file a document by delivering it to the Clerk's office. (In some instances, the filing may be done by leaving with the GMP office, Room C-140.

**Guardian:** A guardian is a person or agency appointed by the Court and given the authority to make some or all decisions for another person whom the Court has been determined to be incapacitated and in need of a guardianship. If you are appointed with another person, you are known as **co-guardians**. Each co-guardian must sign all guardianship documents filed with the Court.

**Guardian Ad Litem (GAL):** In all guardianship proceedings, a person called a Guardian Ad Litem is appointed by the Court to investigate the circumstances of the alleged incapacitated person. The GAL is required to interview the AIP and others, and must obtain a medical or psychological evaluation of the AIP to submit to the Court. The GAL produces a Report for the Court in which he or she makes a recommendation to the Court as to the need for a guardianship, and, if needed, the scope of the guardianship, and whether appointment of the guardian proposed by the Petitioner is appropriate.

GALs must be trained and admitted to the county registry of GALs for each county in which he or she wishes to serve.

**Guardianship (also see Incapacitated person):** A guardianship is a legal, fiduciary relationship in which the Court:

- Determines that an individual lacks the capacity to make some or all of the decisions for himself or herself in his or her own best interest;
- Appoints a guardian as substitute decision maker for the individual;
- Gives the guardian the authority to make some or all of the decisions related to the individual's personal affairs and/or finances and property.

**Hearing:** At a hearing, the parties involved in the guardianship appear before a judge or court commissioner to have the judge or commissioner make a decision on the matter at issue. A hearing is a proceeding of relative formality. Each party may present his or her position on the matter to be decided. The right to a hearing, along with notice requirements, is a fundamental part of due process under the law.

Anytime a guardian seeks approval or instruction from the Court, a hearing must be noted or scheduled before the Court. When a hearing is noted, a Notice of Hearing and Declaration of Mailing must be provided to all persons entitled to receive notice of the hearing.

### Types of Hearings

- Contested Hearing – Two or more parties appear and present evidence to the court for a decision (the court’s decision may be called a ruling or a holding and may include findings of fact and conclusions of law). At a contested hearing, live testimony or written affidavits may be presented.
- Uncontested Hearing – Some or all the parties may be in court, but there is no disagreement as to the ruling needed (relief requested).
- Ex Parte Hearing – A court appearance where the party making the request of the Court may be required to appear before the Court. Many routine or uncontested matters are heard ex parte (e.g., the hearing on a guardian’s report or accounting).

***Incapacitated Person (also see Guardianship):*** This is a legal term rather than a medical term. The court determines if a person is incapacitated and in need of a guardianship based on a finding that due to a disability or impairment a person has the functional inability to provide for his or her needs and is at risk of physical, emotional, or financial harm.

***Interested Party:*** An Interested Party is a person who has filed a request (called a “Request for Special Notice of Proceedings”) with the Court who requires the guardian to provide to such parties notice of all filings or actions before the Court in the guardianship.

***Letters of Guardianship:*** The formal document that entitles you to act on behalf of the Protected Person. These letters are issued by the Clerk of the Court. Before issuing, the Clerk reviews all paperwork to ensure that everything is in order. The Order *appoints you* but the Letters authorize you to act on behalf of the person.

***Limited Guardian:*** A guardian whose scope of authority is limited in some particular way.

***Petitioner:*** A petitioner is one who files a pleading for legal action, or petition. The petitioner in a guardianship proceeding is the person who signs and files with the Court the petition for a guardianship. The petition is the written request to the Court, asking the court to appoint a guardian for the vulnerable person.

***Serve (or Service):*** The delivery of a document by the court or a party to the guardianship proceedings to another person or party. In many, but not all instances, "service" may be made by mail, normally to the address in the file for the person or party served and/or his/her attorney.

**Trustee:** A trustee is the person who manages a trust for the benefit of the beneficiary or beneficiaries of the trust. Like a guardian, a trustee is a fiduciary and has heightened responsibilities under the law.

**Verified:** A document made "under penalty of perjury" but not needing to be notarized.

**Ward or Protected Person:** A person subject to a guardianship for his/her benefit. Used in this manual in place of "Incapacitated Person" which is the term used in RCW.

**What is "incapacity"?** In order to appoint a guardian for an alleged incapacitated person ("AIP"), the Court must make a determination that the AIP is incapacitated under the law and is in need of a guardian.

In a guardianship proceeding, the AIP is presumed to possess capacity. The petitioner in a guardianship proceeding bears the burden of proving by clear, cogent and convincing evidence that the AIP is incapacitated under the law.

According to RCW 11.88.010(1)(a), "a person may be deemed incapacitated...when the superior court determines the individual has a significant risk of personal harm based upon a demonstrated inability to adequately provide for nutrition, health, housing, or physical safety...a person may be deemed incapacitated as to the person's estate when the superior court determines the individual is at significant risk of financial harm based upon a demonstrated inability to adequately manage property or financial affairs; a determination of incapacity is a legal not a medical decision, based upon a demonstration of management insufficiencies over time in the area of person or estate. Age, eccentricity, poverty, or medical diagnosis alone shall not be sufficient to justify a finding of incapacity. A person may also be determined incapacitated if he or she is under the age of majority as defined in RCW [26.28.010](#)."

A guardianship may be proposed to assist the AIP with both personal care (Guardianship of the Person) and financial management (Guardianship of the Estate), or both. The court must make a separate determination of incapacity in each of the two areas.

There are alternatives to guardianship. You can consult with an attorney or visit the [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org) website for more information and to aid you in your decision-making. A guardianship should be established only when it is determined that the risks to an AIP's personal health, safety or estate cannot be satisfactorily addressed through other less restrictive means.

**When may a guardianship be necessary?** When an individual's decision making abilities are compromised to the point that his or her personal and/or financial health and safety are jeopardized, and there are no suitable lesser restrictive alternatives, a surrogate decision maker who will act in the individual's best interests is needed.

Adult persons who are either fully or partially incapacitated and may require a guardian include the elderly disabled, the developmentally disabled, those with neurological impairment and persons with serious mental illness or disorders. Or, an individual may become incapacitated in an accident or because of a sudden debilitating illness, such as a stroke.

**Who can petition the court to appoint a guardian?** Any person or agency interested in the welfare of the alleged incapacitated person can petition the court to appoint a guardian. However, the petition for guardianship must be brought in “good faith” and upon a “reasonable basis” for alleging that the AIP is incapacitated and in need of a guardianship.

**What are the rights of the Alleged Incapacitated Person during the guardianship proceeding?**

- To receive copies of all documents filed with the Court in the guardianship proceeding and to notice of all hearings or proposed Court actions;
- To object to a guardianship, to certain authorities to be given to a guardian, and to the appointment of a particular person as guardian;
- To be present at the hearing;
- To be represented by a lawyer of the AIP’s choice;
- To have an attorney appointed if unable to afford one;
- To present evidence;
- To cross-examine witnesses; and
- To have a jury trial.

**Who may be appointed as guardian?** The Court may appoint as guardian any “suitable” person over the age of eighteen (see exclusions below). In most cases, the Court will appoint the person nominated in the Petition for Guardianship. In Washington State, anyone may nominate a guardian for him or herself, as long as he or she does so in writing (e.g., in a durable power of attorney document) and while possessing the mental capacity to do so. In this case, the Court must appoint the person(s) or entity nominated as guardian except for good cause or disqualification.

The guardian does not have to be a Washington resident, but if he or she is not a resident of Washington the guardian must designate a **registered agent**, usually an attorney upon whom papers may be served.

**The following persons are prohibited from serving as court-appointed guardians:**

- Any person of “unsound mind”;
- Any person under the age of 18;
- Any person with a felony conviction or a misdemeanor conviction involving crime of moral turpitude (e.g., theft, fraud, dishonesty);
- Any person who is not a Washington state resident and who does not have a resident agent upon whom court papers can be served.

In addition, although such an appointment is not statutorily prohibited, in practice, courts may be reluctant to appoint as guardian of the estate any person who has filed for bankruptcy.

The court may also appoint a Washington State Certified Professional Guardian (CPG) if there is not an otherwise suitable or willing person to serve as guardian for a Protected Person. Professional Guardians and professional guardian agencies are governed by additional rules and professional standards. All professional guardians must be certified by the Washington State Professional Guardian Certification Board, which is governed by the Washington State Supreme Court. As in any guardianship, professional guardians are subject to the control of the appointing court.

**Does a person with a guardian have the right to make a will?** No person, including a guardian, may make, revoke or amend the Last Will and Testament of another, but a guardian may, with court authority, create trusts on behalf of the Protected Person.

The test for capacity for making a Will (called “testamentary capacity”) is different than the test for determining incapacity within a guardianship proceeding. Testamentary capacity means the person making his or her Will knows the nature and extent of his or her estate to be passed on, and understands who would receive the property if there were no Will. It is advisable to consult with an attorney for the Protected Person to serve as his or her independent counsel regarding the creation of a Will, to assess testamentary capacity, and/or to seek instruction from the Court on the issue.

If the Protected Person created a valid Will before the appointment of a guardian, the Will remains valid even after a legal finding of incapacity.

**Can a guardian place a Protected Person in an institution or to move to a new residence?** A guardian cannot force a Protected Person to move to or stay in a residential treatment facility against his or her will without a court order. This includes placement in a nursing home, adult family home or assisted living facility.

The guardian should make all reasonable attempts to respect the Protected Person’s preferences and to work with the Protected Person and others whom he or she trusts or respects to address the Protected Person’s concerns and to reach an agreeable placement decision.

However, it may be necessary to seek **instruction from the Court** regarding residential placement or admission to an institution. The Court may set a hearing on the issue in which the Protected Person would be afforded rights similar to those in the guardianship hearing, including the right to a jury trial, the right to be present, the right to present evidence, and the right to be represented by an attorney.

If the Protected Person refuses to leave a living situation which presents an actual danger to himself or others, a referral to the County Designated Mental Health Professional (CDMHP) may

be appropriate. The CDMHP will evaluate the Protected Person to determine if involuntary commitment is required.

**Can a guardianship be modified or terminated?** Yes. Guardians and guardianships are subject to the ongoing supervision of the court in the county in which the guardianship was created. Although no guardianship is “permanent” when ordered or intended to remain unchanged indefinitely, most guardianships will continue in the form as long as the client remains legally incapacitated, the guardian performs its court-ordered responsibilities, and reporting requirements are fulfilled. However, guardianships frequently may be modified or terminated, based upon the changed needs of the Protected Person or formerly incapacitated person. If the reason for the guardianship disappears, then the guardianship should be dismissed.

A court order is required to modify or terminate a guardianship. Modifications include replacement of a guardian. The court may at any time and for good cause modify or terminate a guardianship. Any person, including the Protected Person to a guardianship, may petition the court to modify or terminate a guardianship, or to replace a guardian.

**Ensuring rights and interests are well served:** The Protected Person must have access to the court system as well as to legal counsel. The Protected Person also has the right to expect early and clear notice of all guardianship proceedings.

The guardian should respect and ensure the Protected Person’s privacy. The guardian should not reveal information regarding the Protected Person’s personal affairs **unless**:

- The information concerns an aspect of the Protected Person’s life that is monitored by the court, and the guardian is reporting the information in a court-related context;
- The guardian has the Protected Person’s informed consent, provided the Protected Person is capable of giving such consent;
- The revelation is definitely in the best interest of the Protected Person (i.e., is necessary to protect the person from personal or financial harm).

The guardian should appropriately help the Protected Person maintain or regain maximum potential for independence. The guardian should encourage the Protected Person to do as much self-care as possible. See, generally, RCW 11.88.045. Whenever possible, the Protected Person should be encouraged to express a preference about where to live and other choices. If the Protected Person regains capacity to make decisions necessary for well-being, the guardian should apply to the court to limit or terminate the guardianship.

**Decision Making Standards:** Each time a guardian makes a decision on behalf of a Protected Person the guardian must follow the two-step process below.

**First, try to use substituted judgment:** Guardians must first try to use the substituted judgment standard of decision making. The guardian has a duty to consult and abide by the Protected Person’s known and previously expressed preferences – this is called the “substituted judgment” standard of decision making. Using the substituted judgment standard means that

the guardian must make a reasonable attempt to make the decision that the **Protected Person would make if he or she were able**.

To do this, the guardian considers all reliable evidence of the Protected Person's express preferences, values and previous behavior. The guardian should start by asking the Protected Person what he or she prefers, if possible. Next the guardian should talk to those family members and friends who are familiar with the Protected Person's express desires and wishes before incapacity. The guardian may also review the GAL Report or any written evidence of the Protected Person's preferences, such as powers of attorney, Wills, and letters.

When the guardian tries to make a decision on behalf of the Protected Person using the substituted judgment standard, the guardian must make the decision that he or she would have made, which may not be the "best" decision, the decision that the guardian would make for him or herself, or even the choice that the guardian would like to make for the Protected Person.

Of course, if the use of substituted judgment in a particular instance would result in substantial harm to the Protected Person, it should not be used. **If substituted judgment is not possible, the "best interests" standard should be used.**

If the Protected Person is unable to understand the decision to be made or is unable to effectively communicate, and there are no past reliable expressions of preference, then the guardian should make the decision in the guardian's judgment of what would be in the Protected Person's best interests. The "best interests" standard is what a reasonable man or woman, acting as a guardian, would consider best after making a reasonable study of the situation.

When making any decision for the Protected Person the guardian should try to recognize and protect as much as possible the needs and feelings of the Protected Person. Of course, the guardian's decisions must be realistic as well. The Protected Person's financial resources and the guardian's own ability to provide what the Protected Person wants or needs are both factors that will influence decisions.

## B. STARTING A GUARDIANSHIP

Most guardianship proceedings are commenced through an attorney who may or may not represent the person(s) appointed guardian. Attorneys are required to provide their office address and phone number. If a guardian is not represented by an attorney or if that attorney withdraws, which is often the case in guardianship matters, the guardian is required to have his/her address and phone number on file with the Court and is required by the Court to file with the Court a Notice of Change of Address or Name\* within thirty (30) days of such change.

You can obtain a **Guardianship Packet (#57) from the County Clerk's Office**. You will pay a fee of approximately \$20 for this and it includes detailed steps and all of the forms needed. There are three basic steps for creating a guardianship:

1. **File a Petition** of guardianship with the court. A hearing date to review the petition is set and a Guardian Ad Litem (GAL) will be appointed at that time.
2. **The GAL investigates** whether a guardianship is necessary and if so, what the scope should be. They will visit the AIP, explain the process, and gauge the Alleged Incapacitated Person's impression and reaction to the petition. The GAL will obtain a medical or psychological report. Then, the GAL will file their report along with their recommendations about whether a guardianship is needed and to what extent.
3. **A hearing on the guardianship occurs.** The court reviews all evidence and makes a decision. If a guardian is appointed, the guardian must then file an Oath. **Letters of Guardianship** will be issued when all of the following requirements are satisfied. Following the hearing:
  - Sign & file the notarized Oath of Guardian\*
  - Post any **Bond** required
  - Obtain your **Letters of Guardianship** in the County Clerk's Office (2<sup>nd</sup> Floor of the courthouse). Get (5) copies and one **certified copy** of the **Order Appointing Guardian**.
4. **A hearing may occur within 90 days following appointment of guardian.** The court is authorized to set a hearing within 90 days of a guardian's appointment to review the Protected Person's initial care plan, and, if a Guardian of the Estate, an Inventory of all property of the Protected Person.

## C. DUTIES AND RESPONSIBILITIES OF ALL GUARDIANS

**1. GENERAL INFORMATION** Before a person makes a decision to accept the role as a guardian, they should be sure that they fully understand all of the duties and responsibilities and the needs of the Protected Person. It is suggested that the prospective guardian meet with the Protected Person, talk with the GAL and read the GAL report and carefully consider the time, organizational skills and energy that will likely be required as guardian.

The **duties and responsibilities of guardians in general** are set forth in state law RCW 11.92. <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.92>

**Additional duties** can be found under RCW 11.92.043 for Guardians or limited Guardians of the person: <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.92.043>

**2. SCOPE OF GUARDIANSHIP: Full or Limited Guardianships.** The particular nature of a guardian's duties/responsibilities will depend on whether he/she is appointed guardian of the Person, the Estate or both, and whether the guardianship is full or limited in any way.

A guardianship is either a “**full**” or “**limited**” guardianship. If the Protected Person is totally incapacitated, the guardianship will be a full guardianship and the authority of the guardian will extend to all areas permitted by law.

Any guardianship that is less than a full guardianship is considered a limited guardianship.

A guardianship may be limited to the extent that the Protected Person possesses some capacities, so that the guardian will have authority to make some but not all decisions on behalf of the Protected Person. Any decision-making powers that are not specifically delegated to the guardian in the order of appointment are retained by the Protected Person. A guardian should encourage the Protected Person’s independence in exercising these rights and in developing his or her abilities.

Guardian of Person: Assists in managing the daily decisions and personal care of the Protected Person, including medical and residential decisions, to the extent as authorized in the order appointing.

Guardian of Estate: Assists in managing the financial affairs of the Protected Person as authorized in the order appointing guardian. A guardian of Estate may manage bank accounts, enter into contracts on the Protected Person’s behalf, make investments, or sell the Protected Person’s property. However it is important to remind guardians that the sale of real property requires specific court authorization.

**3. ORDER APPOINTING GUARDIAN:** A guardian should always obtain from the attorney handling the guardianship or from the County Clerk a complete copy of the **Order Appointing Guardian** which will contain the rights, duties and limitations in the particular case.

**New Forms as of July 2011:** All orders appointing a guardian and approving accounts and reports *must* display a guardianship summary containing:

- a. Date of Next Review
- b. Expiring Date of Letters
- c. Bond Amount
- d. Restricted Agreements Required
- e. Due Date for Inventory
- f. Due Date for Care Plan
- g. Name & Contact Information for the Protected Person, the guardian and all interested parties.

**4. OATH:** Every guardian must file a **notarized sworn oath**\* to do his/her duty according to state law and, if required by the Order Appointing, a **bond** (RCW 11.88.100). The form of oath requires the guardian's address and telephone number. Only after this has been done will the Clerk issue **Letters of Guardianship**, which is necessary for completion of the appointment process and before any legal action as guardian can be taken.

**5. LETTERS OF GUARDIANSHIP:** Upon Court Order, the Clerk's Office re-issues Letters of Guardianship. The Letters may be ordered to be valid for up to five (5) years. **Guardians may not act without valid Letters of Guardianship.**

**6. DESIGNATION OF STANDBY GUARDIAN:** Every guardian shall, on appointment, sign and file a **Designation of Standby Guardian**\* (RCW 11.88.125) to act when the guardian is unable to do so, with the name, address and telephone number of such person(s) and shall also give that notice to the person(s) designated as Standby Guardian; the Protected Person and his/her spouse and adult children; and any facility where the Protected Person resides. This must be done within 90 days following the appointment of guardian.

**7. MOVING OUT OF STATE:** If both the guardian and the Protected Person **permanently move their residences out of Snohomish County**, whether within or out of the State of Washington, see Section VI of this manual.

**8. TERMINATION OF GUARDIANSHIP:** If the **Protected Person dies or the guardian dies, becomes incapacitated or wishes to resign**, see Section VI of this manual.

- If the Protected Person is a minor and becomes 18, see Section V of this Manual.
- See also RCW 11.88.140 Termination of Guardianship or Limited Guardianship: <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.88.140>

**9. GUARDIAN MUST SIGN ALL REPORTS AND DOCUMENTS PERSONALLY:** The various accountings, reports, and other documents required by law must be dated and personally signed by the guardian under penalty of perjury. While the guardian may rely on others to assist in their completion, making these reports is the guardian's personal responsibility, which cannot legally be delegated to others. If using forms furnished by the Court, fill in all blanks, using "N/A" where the item is not applicable to the particular case.

**10. In those cases in which a guardian's bond has been filed** and a guardian fails or is claimed to have failed in the performance of his/her duties, the bonding company may be cited by the Court and required to pay, RCW11.92.056. In almost all cases, the bonding company will have an indemnity agreement requiring the guardian to reimburse the bonding company.

**11.** In some cases, a **guardian is required to mail or serve copies of all documents** required to be filed by the guardian on other persons as stated in the Order Appointing Guardian, RCW 11.88.095(2)(j).

Within 90 days of appointment, the guardian must notify all individuals identified by the court of their right to request special notice, RCW 11.92.150. See also RCW 11.92.180 regarding notice to DSHS where the Protected Person is their client.

**12.** The Court may, at any time when the circumstances appear to warrant it, **appoint an attorney as Guardian Ad Litem, to investigate and/or commence legal proceedings** on behalf of the Protected Person against a guardian, a guardian's bond, and/or any other person who may be liable to the Protected Person and/or the Protected Person's Estate, RCW 11.88.090(1); RCW 11.92.050. The fees and expenses of the Guardian Ad Litem may, under certain circumstances, be charged against the guardian and/or others having a duty to the Protected Person or his/her Estate.

## D. DUTIES OF GUARDIAN OF THE ESTATE

As Guardian of the Estate you will manage the Protected Person's funds for their support, education and care. Without a guardian, the Protected Person risks harm to his/her financial affairs due to a cognitive disability. You must file an initial inventory of all of the person's property and keep accurate records of money received and spent. The guardian will deposit income, invest surplus funds, pay bills, handle taxes, and obtain insurance to protect major estate assets.

The guardian must also file reports periodically, refer to the court order for the exact due dates for submitting reports of accounting.

The guardian must handle the funds of the Protected Person carefully, and should not commingle guardianship funds with one's own personal funds as this makes the job of tracing accounting for funds difficult. Similarly, guardians should avoid cash or ATM machines. In general, to manage the Protected Person's estate:

- Set up one primary checking account
- Have funds direct deposited
- Title the account in the name of the guardianship
- Use the Social Security Number of the Protected Person, not the guardian

Surplus funds may be placed in a savings account or investment account. All expenditures should occur from the checking account.

### **First steps after appointment:**

After the order appointing a guardian is signed by the Judge or Commissioner, the appointed guardian must "qualify" as guardian by:

1. Signing and filing the notarized **Oath of Guardian\***;
2. Posting any **fiduciary bond** required, and
3. Obtaining "**Letters of Guardianship**" from the Clerk of the Court.
4. If possible, the guardian should file the **Designation of Standby Guardian\*** at this time. This form tells the court who will act in the guardian's place if he or she becomes unavailable for any reason.

### **Within 30 days following appointment:**

You must arrange for all accounts belonging to the Protected Person to now be held in the name of the guardianship, e.g. open or change the account name to "Mary Smith as Guardian for John Doe."

You will need to show the banks/financial institutions the order appointing you and your Letters of Guardianship.

Then, you will provide the **Declaration of Guardian and Funds Held in Financial Institution** form to the bank. Finally, provide a stamped envelope pre-addressed to the Clerk of the Court. The financial institution will use the envelope to send the court confirmation of the funds or other assets delivered to you.

### **Guardian's Bond**

The original court order establishing the guardianship may require a bond be posted by the guardian of the estate as a condition of the court issuing letters of guardianship. Posting a bond may help ensure reimbursement of the estate for losses that might be suffered through the guardian's theft or mishandling of the Protected Person's assets.

The court may also waive the posting of a bond by the guardian if the assets of the guardianship estate are less than \$3000.00 or if blocked accounts are used. If the court does require the posting of a bond the bond may later be reduced or exonerated if circumstances change and a bond is no longer necessary. In both situations court approval is a prerequisite.

### **Blocked Accounts**

If so ordered, you will provide the financial institution with an additional form called **Receipt for Blocked Account\***. The institution then puts a "block" or "hold" on the account, which means that no funds can be released without a court order. An agent of the financial institution then signs this form and this must be filed with the Court Clerk within **30 days**.

**The following rules apply to guardians of estates except where the only assets are blocked accounts or annuities for a minor.**

All orders appointing a guardian and approving accounts and reports *must* display a guardianship summary containing:

- a. Date of Next Review
- b. Expiring Date of Letters
- c. Bond Amount
- d. Restricted Agreements Required
- e. Due Date for Inventory
- f. Due Date for Care Plan
- g. Name & Contact Information for the Protected Person, the guardian and all interested parties.

### **DUTIES TO BE DONE IN THE FIRST 90 DAYS:**

1. **INVENTORY: Within 90 days** of appointment, a guardian shall file a verified (sworn) Inventory\* of all property of the Protected Person with a statement of all encumbrances of or other charges against the same, RCW 11.92.040(1).
2. File a **Petition to Approve Budget, Disbursements and Initial Personal Care Plan**. If you are guardian of the person, the initial Personal Care Plan\* is due at the same time.

3. You must provide an **order for the court to approve your budget**. Once the order is signed approving your budget, you are authorized to expend funds per the budget for the balance of your first reporting period.

The **ACCOUNTING PERIOD** is specified by RCW to begin on the "anniversary date" of the guardian's appointment (date of issuance of Letters of Guardianship) and to end one year (or more if specified by the Court) later.

All accountings/reports are subject to review by the Court, which may refer the same to the Guardianship Monitoring Program (GMP).

- In many cases, a guardian will find it easier to file Interim Accountings on some other periodic basis, such as a calendar year. To **change the accounting period**, the guardian should file a report from the current anniversary date to the desired beginning date of the next accounting period with a request for the Court's permission to file later accountings on the desired basis. **In no event should the guardian permit gaps in the interim accounting periods.**
- **Interim accountings** should be **filed within 90 days** from the ending date of the accounting period, RCW 11.92.040(2). The **period covered** in an accounting must be **clearly stated in the accounting**.
  - **Court Review of Intermediate Accounts & Reports:** The Court shall review intermediate accounts or reports within 120 days of the anniversary date of appointment.
  - **If a guardian seeks Court approval** of an Interim Accounting, he/she is responsible to note (arrange for) a hearing before the Court and prepare a proposed Order of Approval.
  - **Court approval of Interim Accountings** is required in some, but not all, cases. RCW 11.92.050(1).
  - Whether or not a guardian seeks Court approval of an Interim Accounting, **the Court may require a hearing and determine whether to approve it** if, after reviewing the accounting, the Court determines the size and condition of the Estate warrants it, RCW 11.92.050(l).
- Bank account statements and similar statements/reports on investment accounts dated on or near the end of the accounting period for the Protected Person or his/her Estate, if any, **should be attached to the Interim Accountings**. A guardian should retain cancelled checks, receipts, copies of income tax returns, etc., in case of a later "audit" requested by the Court, but they need not be attached to the accounting.

- The **total income, expenses, etc., for the full accounting period**, in the various categories, such as Social Security, interest, room and board, must be stated, as a total for the entire accounting period, although it is helpful to indicate average monthly receipts/disbursements for the various categories. **Significant changes** in the various categories and/or in the value of assets or amount of liabilities from the previous accounting period should be explained.
  
- **Trustees, representative payees, care facilities:** If some person or agency other than the guardian is receiving, managing and/or disbursing income, funds or assets of the Protected Person, it is the duty of the guardian to obtain from such person or agency an accounting of the same and attach said accounting to the guardian's accounting. Such other persons or agencies commonly are a trustee, a representative payee or a care facility. The name, address, phone number and contact person must be furnished.
  
- **Approval is required for any fees** requested for the guardian or an attorney to be paid from the Estate (such as professionals, attorneys or accountants); or for expenses not previously authorized. See RCW 11.92.180 regarding fees.
  
- There may be **other reasons for** a guardian to seek approval, such as for authorizations for expenditures during the next accounting period.
  
- Separate court orders are required for the purchase, sale or mortgage of real estate or likewise for sale, gifting or disposal of personal property (i.e. a car).

If the Guardian of the Estate is also Guardian of the Person, the **Periodic Status Reports should be filed, concurrently with the Interim Accountings**, RCW 11.92.050(2).

Other laws pertaining to the duties and functions of Guardians of Estates not covered above include:

- **Guardianships Involving Veterans.** See RCW 11.88.160 and RCW Chapter 73.36. <http://apps.leg.wa.gov/rcw/default.aspx?cite=73.36>
- **Claims Against the Protected Person and/or Estate.** See RCW 11.92.035. <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.92.035>
- **Sale of or Other Transactions Involving Property of Protected Person or Estate.** See RCW 11.92.090 through 11.92.125. <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.92>
- Guardian's authority for **investment and expenditure of the Protected Person's Estate**. See RCW 11.88.095(2)(f); RCW 11.92.040(4)(5) AND (6); RCW 11.92.140. <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.92.140>

## E. ESTATES OF MINORS – BLOCKED ACCOUNTS -ANNUITIES

Special rules often apply in the guardianships of minor's estates for two reasons:

First, the minor Protected Person will usually no longer require a guardian at age 18; and

Second, the assets of a minor's estate are often placed with a bank or other financial institution subject to a Court order that the funds may not be released other than as specified in the order. Such accounts are referred to as "**blocked accounts.**" In some cases, part or all of the funds may be ordered to be used to purchase non-transferable, non-redeemable **annuities** payable after the minor reaches majority.

1. Settlements of claims of minors for injuries or loss of a parent, life insurance proceeds, etc. fund most blocked accounts in minor's estates. A **guardian may be required** in an order authorizing the use of blocked account(s) to furnish the financial institution with a true copy of the order and **obtain from the institution a properly completed Receipt for Blocked Account and an acknowledgement that the funds may be released only by Court order until the minor's 18th birthday, and file the signed original with the Clerk of the Court within 10 days of the order** unless otherwise ordered by the court. The Court may require the attorney handling the settlement to be responsible also. **Serious consequences may result to the guardian for lack of compliance.**
2. A guardian of a minor's estate in which the funds are held in blocked account(s) **need not file interim accountings unless** the guardian requests a withdrawal from such account(s), in which case the guardian shall provide a verified accounting to that date, along with the petition for withdrawal, RCW 11.92.040(3).
3. In some cases, rather than being placed in blocked account(s), all or part of the funds are utilized to purchase an **annuity, payable only to the minor** on or after he/she becomes 18. **A copy of such annuity** or other written verification of its existence and terms **must be filed in the same manner** as for blocked accounts. This will excuse interim accountings in most cases. Where one or more annuities comprise the entire minor's estate, the guardian may request the Court to terminate the guardianship and further accounting responsibilities.
4. Unless otherwise ordered by the Court, **the guardianship of a minor will terminate at age 18.** However, this does not relieve a guardian from making a final report.

5. The **guardian**, to be relieved of further responsibility, must file a final Accounting or may utilize the simpler procedure of **filing a Declaration of Completion and Receipt from Minor**, RCW 11.88.140(2). This form reports the amounts, if any; a guardian is claiming credit for fees for the guardian/attorney/accountant and containing **a receipt from the now adult minor** for the funds to which he/she is entitled.
6. Oftentimes, there will be **more than one minor Protected Person**, almost always siblings, **in the same guardianship proceedings** and their 18<sup>th</sup> birthdays will fall on different dates.

A guardian must file a Declaration of Completion and Receipt for each minor Protected Person, individually, as the respective Protected Person reaches age 18.

## F. DUTIES OF GUARDIAN OF THE PERSON

A guardian of the Person must provide for the general health and well-being of the Protected Person. To the extent authorized in the court order appointing the guardian, and by statute, the Guardian of the Person is responsible for assisting the Protected Person with or managing care to meet the physical, emotional, mental, and social needs of the Protected Person. The Guardian of the Person is responsible for decisions concerning the Protected Person's emotional and physical health, safety, nutrition, housing, transportation, and overall wellbeing. The Guardian of the Person may make medical decisions on behalf of the Protected Person to the extent authorized in the court's order of appointment.

**You will be required to file periodic reports and prepare orders for the court's approval.**

The following rules apply to Guardians of the Person:

- **Within 90 days of appointment**, the guardian shall file a **Personal Care Plan**. The contents of this plan are set forth in RCW 11.92.043(1). The Court has a form available for use upon request.
- **Within 30 days**, report any substantial **changes in the Protected Person's condition or residence (address)**, RCW 11.92.043(3).
- **File annually**, or where a Guardian of the Estate has been appointed at the time and an Interim Accounting is required to be filed, a **Periodic Status Report**, which updates the Personal Care Plan. The contents of this form are specified in RCW 11.92.043(2), and the form will be furnished by the Court upon request. Unless otherwise specified by the Court, where there is no Interim Accounting to be filed, the annual reports shall be due on the day and the month the Personal Care Plan was filed, each year thereafter.
- If no Guardian of the Estate has been appointed or no Interim Accounting is required under RCW 11.88.100, a **Statement of Monthly Income** must be filed with the Status Report.
- Timely **consent to the Protected Person's medical care**, RCW 11.92.043(5) and RCW 7.70.065.

## **G. TERMINATION OF APPOINTMENT OF A GUARDIAN OR GUARDIANSHIP PROCEEDINGS**

This section covers the various instances in which (1) the entire guardianship proceedings are terminated, or (2) only the appointment of a particular guardian is terminated.

**The termination of a guardianship proceeding or of an appointment of a guardian (including resignation) does not, without some form of accounting and an order of the Court, relieve the guardian from or cancel his or her personal liability for acts or omissions as guardian, either before or after termination.**

The cases in which **guardianship proceedings are terminated** are covered in RCW 11.88.140 see <http://apps.leg.wa.gov/rcw/default.aspx?cite=11.88.140>

- **A minor Protected Person becomes 18**
- **A Protected Person dies.** A guardian should notify the Court immediately of the date and place of death. Under certain circumstances, a guardian may pay post death expenses and/or settle and distribute the Estate, RCW 11.88.150.
- Expiration of term of **Limited Guardianship**, unless extended.
- Where it is adjudicated that the **Protected Person's incapacity has terminated.**
- Where it appears that both the Protected Person and the guardian(s) **no longer are residents of the State of Washington**, the Court may terminate the guardianship whether or not a request is made, **although the guardian may remain liable.** If the Protected Person remains in need of a guardian, one should be applied for in the state where the Protected Person resides and **the assets in the Washington guardianship should be transferred by Court order to the new guardianship.**
- Where it appears that after a diligent search **neither the guardian(s) nor the Protected Person can be located**, the Court may revoke the Letters of Guardianship and terminate the proceedings, subject to being reopened upon proper application.

**WITHIN 90 DAYS AFTER TERMINATION OF GUARDIANSHIP FOR ANY REASON:** The guardian(s) shall **file a final account** with the information required by RCW 11.92.040(2) **and petition the Court for approval**, per RCW 11.92.053. (Minor's estates may be exempt, see Section V).

**Transfer of guardianship to other jurisdiction:** Where it appears that both the guardian(s) and the Protected Person reside in the State of Washington, but not in Snohomish County, the Court may **transfer them to the County in which either a guardian or the Protected Person resides**, RCW 11.88.130.

**Where the guardian's appointment is terminated** but not the guardianship proceedings, the following rules apply:

The Court may, upon **the death of a guardian, or for other good reason**, modify the guardianship or replace the guardian. Other good reasons would include disability or inability to continue to act as guardian, resignation, or removal for dereliction of duty, RCW 11.88.120.

A living guardian whose appointment is terminated is required to **deliver all property and records as** specified in the Court order terminating the appointment. RCW11.88.120(5); and to, **within 30 days after termination, file a "final" accounting, RCW 11.92.040(2).**

## H. COURT SUPERVISION OF GUARDIANSHIPS — GUARDIANSHIP MONITORING PROGRAM (GMP)

The Court retains jurisdiction over all guardianships and guardians established by it **until legally terminated or transferred and all accounts and other reports required of the guardian have been filed and approved or otherwise ruled upon.** While this jurisdiction continues, the Court Clerk's office, through its computer system, monitors the filing of the various accountings, reports, and other documents required to be filed by a guardian and reports to the court when such documents are due.

The American Association of Retired Persons (AARP) has sponsored the establishment of **Guardianship Monitoring Programs (GMP)** in the various courts throughout the nation. That program became operational on May 1, 2000, in Snohomish County. Its functions are as follows:

- To research the official Court files of guardianships referred to it as being delinquent; to **determine the nature of the delinquency(s) and to contact the guardian(s)** and/or the attorney, if not withdrawn, and/or the bonding company if a bond has been filed, to advise of the delinquency(s) and make arrangements for the delinquent filings to be made. Unfortunately, considerable time is often spent in locating and contacting guardians and Protected Persons. The GMP will often forward to a guardian forms to complete, sign, and return, and **answer simple questions concerning these forms** (see below on "legal advice.") If, after contact with a guardian, the delinquency(s) are not cured, the matter will be referred to the Court for further action.
- **To review the forms sent in** following a delinquency to determine whether they appear to be adequate; and also to **review accountings and periodic status reports** which may not have been delinquent but which the Court has requested a review prior to determining whether to approve or to set a hearing on the same. In the latter case, a report with the GMP recommendation will be submitted to the Court. This review process may involve contact with a guardian as to questions which may arise in the review process.
- The GMP is staffed totally by **unpaid volunteers**, who typically are retired or semi-retired and have had experience in business, government, or one of the professions. While they have received training in guardianships, they are not lawyers and **cannot give legal advice.** They can, however, advise a guardian of what forms appear lacking in the file, send court published forms which appear appropriate and advise which blanks therein should be completed or information supplied.

- The GMP gathers information for the Court, makes recommendations in some cases, and assists guardians. **It is not an enforcement agency.** If it should appear to the Court that enforcement action need be taken, the usual practice is to **appoint a lawyer as Guardian Ad Litem (GAL)** to pursue some form of legal proceeding against a guardian, a bonding company, or any other person or institution appearing to be liable to a Protected Person or a Protected Person's estate. **The expenses and fees of the GAL may, when the circumstances justify it, be assessed against a guardian personally.**

The **Snohomish County Superior Court Guardianship Monitoring Program (GMP)** is located at Room C-140 of the Courthouse.

Guardianship Monitoring Program  
Snohomish County Superior Court  
3000 Rockefeller Avenue M/S 502  
Everett, WA 98201  
(425) 388-3284  
(425) 388-3498 FAX  
GMP@snoco.org

Office hours are 9:00 a.m. to noon, Tuesdays, Wednesdays and Thursdays. Voice mail messages are accepted and usually monitored periodically throughout the week

## CHECKLIST FOR GUARDIANSHIP

The guardian should fill in below the information pertinent to his/her guardianship for assistance in timely making the filings required by law.

Name of Guardianship: \_\_\_\_\_ Case #: \_\_\_\_\_

Person  Estate  Both

Date of Guardian's Appointment: \_\_\_\_\_ (Anniversary Date)

Accounting/Report Periods:  1 year  Other \_\_\_\_\_

Designation of \_\_\_\_\_ as Standby Guardian  filed

on \_\_\_\_\_, and  delivered/mailed to \_\_\_\_\_

on \_\_\_\_\_ (see *Manual* page 17)

### **Filings Required for Guardian of Estate:**

**Inventory** (within 90 days of appointment) Date: \_\_\_\_\_

**Interim Accounting** (see *Manual* page 21 and the Order Appointing Guardian to determine the applicable dates).

Filing dates: \_\_\_\_\_

### **First Report:**

Period to be covered:

Anniversary date \_\_\_\_\_ to \_\_\_\_\_ \*

Report due (90 days after \*) Date: \_\_\_\_\_

Later changes per Court order:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Blocked Accounts/Annuities:** File receipt from Financial Institution showing blocked account status or copies of any annuities within 30 days in most cases (see Order and *Manual* pages 20).

Filing date: \_\_\_\_\_

**Filings Required for Guardian of Person:**

**Personal Care Plan** (within 90 days of appointment)

Filed: \_\_\_\_\_

**Periodic Status Report** (see *Manual* page 25).

Filing date: \_\_\_\_\_ each \_\_\_\_\_ year.

**Final Reports** (see *Manual*, pages 26 and 27).

**Due within 90 days** after termination of guardianship by death or adulthood of Protected Person or any other reason, RCW 11.92.053

Date: \_\_\_\_\_

**Due within 30 days** after resignation or removal of guardian RCW 11.92.040(2)

Date: \_\_\_\_\_

## **OBTAINING GUARDIANSHIP FORMS ONLINE**

The most commonly required Snohomish County Superior Court Guardianship forms are posted for public access on the Superior Court Website at: <http://www.snohomishcountywa.gov/438/Forms>

From the list of forms select the desired report. The forms have been created with Adobe Acrobat® in "PDF" format for ease of viewing and printing.

The required "Viewer" for the format is available free on the web. Use our browser to search for "Adobe Reader". If you experience a problem, please call the GMP at 425-388-3284.