

# IMPORTANT NOTICE

## TO PARTICIPANTS IN MINOR GUARDIANSHIP (OR EMERGENCY MINOR GUARDIANSHIP) CASES

### MINOR GUARDIANSHIP

RCW 11.130.185 - 260

**Before a Final Minor Guardianship Order [GDN M 105] can be granted, the Court will require the following be filed with the Court:**

[ ] Summons [GDN M 001\*], Minor Guardianship Petition [GDN M 102\*], Declaration Explaining the Reasons for Minor Guardianship Petition [GDN M 103\*] (See RCW 11.130.190, 220);

[ ] Proof of service of Petition, Declaration & Summons referenced above for all parties requiring service [GDN ALL 007, 009\*] (see RCW 11.130.195 & CR4);

[ ] Completion of FBI / National history report (RCW 11.130.210). Please note, the Washington State Patrol will not complete this history check for you, instead you will have to request the records from the FBI directly;



[ ] WSP Criminal history reports (WATCH REPORTS) for prospective guardian, and all adults living in that person's household (RCW 11.130.085, 090, 210)

[ ] Disclosure of bankruptcy or criminal history [GDN ALL 002\*] (RCW 11.130.085, 090);

[ ] DCYF/CPS reports [GDN M 404, 405\*] (RCW 11.130.210);

[ ] Certification of Completion of Lay Guardian Training Course (RCW 11.130.090(2));

[ ] Acceptance of appointment [GDN ALL 003\*] (RCW 11.130.040, 045);

---

**\*Please refer to the Washington Courts website for the required forms related to Minor Guardianships. [QR code]**

**SERVICE:** *Personal service* of the minor (if 12, or older) and their parents is required before any permanent orders can be entered. (see RCW 11.130.195 for details regarding other persons who may need to be served). “Service” means having someone 18 or older and of sound mind deliver **all initial pleadings** to the Respondents. These initial pleadings must include at a minimum: petition, declaration and summons.

If you are the Petitioner, you cannot serve the Respondents yourself. You can use a professional process server, or you can have a friend or family member (who is not a party) serve the opposing parties. If personal service has been attempted and has failed, or seems unlikely, please see RCW 4.28.080, CR 4. See Washington Courts website for forms. If personal service is required, alternative service will only be allowed by court order.

**MOTIONS:** If you would like the Court to consider a motion (e.g., motion for alternative service; motion for visitation or restraining order; etc.) please see Local General Rule 3 “BRIEFS AND MOTIONS” for proper procedures.

**ORDERS:** If you are requesting the Court to grant any order (including the extension of an existing order, or a visitation order, etc.) you are expected to have an order prepared to present to the Court for signature.

## **EMERGENCY MINOR GUARDIANSHIP**

RCW 11.130.225

**PLEASE READ RCW 11.130.225 FOR IMPORTANT INFORMATION  
REGARDING THE EXPIRATION AND TIME LIMITS OF  
EMERGENCY MINOR GUARDIANSHIPS (60 DAYS/120 DAYS).**

### **3 TYPES OF EMERGENCY MINOR GUARDIANSHIP ORDERS:**

**1. Immediate Minor Guardianship Order (GDN M 205)**

Only used to grant initial exparte emergency order.

**2. Order Extending Existing Emergency Minor Guardianship Order**

Only found on Benton-Franklin Court Administration Website) used to extend an existing order (of either type #1 or #3).

**3. Order on Emergency Minor Guardianship (GDN M 203)**

Entered after the hearing on the emergency minor guardianship is held.

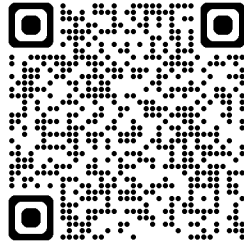
If you are requesting the Court to grant an order (including the extension of an existing order), you are expected to have an order prepared to present to the Court for signature.

If you need to extend an Emergency Minor Guardianship Order (letters), please complete the required order from the Benton /Franklin Court Administration Website:

Form: <https://bentoncountywa.municipalone.com/docview.aspx?docid=53328>

Most other orders can be located on the Washington Courts website.

**Benton & Franklin Counties Forms:**



**State Forms:**

