

BENTON/FRANKLIN COUNTIES
GUARDIANSHIP/CONSERVATORSHIP REPORTING

Instructions for Submitting Plan/Inventory

(Current forms may be accessed at www.courts.wa.gov)



Please check that the most recently updated forms are used.

• **File original documents with the Clerk's Office**

Please submit the original documents/reports (1-7 below) to the Clerk's office for filing. If you provide a copy at the time of submission, the Clerk may stamp it as a conformed copy for your personal records.

1. Notice of Right to Object to Guardian/Conservator's Plan (GDN R 200)
2. Conservatorship Inventory (GDN R 201)
3. Guardian/Conservator's Plan (GDN R 202)
4. Proof of Service (if any notice parties listed GDN ALL 009)
5. Acceptant of Appointment *if not previously provided (GDN ALL 003)
6. Certificate of Training **if not previously provided
7. Disclosure of Bankruptcy ***if not previously provided (GDN ALL 002)

Mail/deliver/electronically file with the appropriate Clerk:

<p><u>Mail or Hand-Delivery:</u> Franklin County Clerk 1016 N. 4th Ave., Suite B306 Pasco, WA 99301</p>	<p><u>Mail or Hand-Delivery:</u> Benton County Superior Court Clerk 7122 W. Okanogan Pl, Suite A210 Kennewick, WA 99336</p>
<p><u>WA E-FILE:</u> https://www.franklincountywa.gov/1735/eFileWA</p> 	<p><u>TRUE FILING:</u> https://www.bentoncountywa.gov/pview.aspx?id=55285&catid=45</p> 

• **Email (address below) the order to be presented to the Judicial Officer for signature (do not write/type “proposed” on the emailed orders)**

1. Order Approving Guardian/Conservator's Plan (GDN R 203)
 - This document *must be signed by all*: Guardians, Conservators or their attorneys.
 - Summary items requiring dates may be left blank for GMP to fill in.

Guardianship Monitoring Program: gmp.registry@co.benton.wa.us

**Per statute, the court must wait 30 days from filing of Guardians Plan/Conservator Inventory prior to approving.*