

BENTON/FRANKLIN COUNTIES  
GUARDIANSHIP/CONSERVATORSHIP REPORTING

Instructions for Submitting Periodic Reports

(Current forms may be accessed at [www.courts.wa.gov](http://www.courts.wa.gov))

Please check that the most recently updated forms are used.

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

File the following original documents/reports with the Superior Court Clerk's Office (the Clerk can file-stamp a copy for your records *if you provide one at the time of filing*):

1. Guardian/Conservator’s Report & Motion to Approve (GDN R 204).
2. Supporting documents (MUST BE FILED UNDER SEAL! GDN ALL 001) – e.g. bank statements, check register, receipts, etc.
3. Acceptance of Appointment (GDN ALL 003) \*\*\**If not previously filed.*
4. Proof of Service (*if any notice parties listed GDN ALL 009*)
5. Notice of Substantial Change in Circumstances (*if any change to individuals estate/care since last approved report GDN R 207*)

Mail/deliver/electronically file with the appropriate Clerk:

<p><b>Mail or Hand-Delivery:</b> Franklin County Clerk 1016 N. 4th Ave., Suite B306 Pasco, WA 99301</p>	<p><b>Mail or Hand-Delivery:</b> Benton County Superior Court Clerk 7122 W. Okanogan Pl, Suite A210 Kennewick, WA 99336</p>
<p>EFILE: <a href="https://www.franklincountywa.gov/1735/eFileWA">https://www.franklincountywa.gov/1735/eFileWA</a></p> 	<p>E-FILING: <a href="https://www.bentoncountywa.gov/pview.aspx?id=55285&amp;catid=45">https://www.bentoncountywa.gov/pview.aspx?id=55285&amp;catid=45</a></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 Report (GDN R 206)
  - This document *must be signed by all*: Guardians, Conservators or their attorneys.
  - Summary dates may be left blank for GMP to enter appropriate dates.

**Guardianship Monitoring Program:** [gmp.registry@co.benton.wa.us](mailto:gmp.registry@co.benton.wa.us)

*\*Please allow 60 days for courts review of reports. Once the Order Approving has been signed and entered with the court, you will be notified by email. Copies are available at clerks office.*