

**BENTON/FRANKLIN COUNTIES
GUARDIANSHIP/CONSERVATORSHIP REPORTING**

Instructions for Submitting Final Reports

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

Please be sure to use the most updated forms that are available.

• **File originals of documents with the Clerk’s Office**

File the following original documents/reports with the 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. Notice of Substantial Change in Circumstances (GDN R 207)
4. Motion for Order Closing GDN/CON and Discharging GDN/CON (GDN C 601)
5. Notice of Hearing (**must allow 3 weeks between date of filing and date of hearing* GDN ALL 005)
6. Proof of Service (GDN ALL 003)

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 EFILE</u> https://www.franklincountywa.gov/1735/eFileWA</p> 	<p><u>TRUE FILE</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/Conservators Report (GDN R 206)
 - This document *must be signed by all*: Guardians, Conservators or their attorneys
2. Order Terminating Guardianship/Conservatorship (GDN C 602)

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

**All requests for changes of Guardian/Conservator require a hearing. (This includes appointment of successors and change of venue.)*