

**KING COUNTY SUPERIOR COURT  
CASE ASSIGNMENT AREA DESIGNATION and CASE INFORMATION COVER SHEET  
(CICS)**

Pursuant to King County Code 4A.630.060, a faulty document fee of \$15 may be assessed to new case filings missing this sheet.

**CASE NUMBER:** \_\_\_\_\_  
(Provided by the Clerk)

**CASE CAPTION:** \_\_\_\_\_  
(New case: Print name of person starting case **vs.** name of person or agency you are filing against.)  
(When filing into an existing family law case, the case caption remains the same as the original filing.)

Please mark one of the boxes below:

**Seattle Area**, defined as:

All of King County north of Interstate 90 and including all of the Interstate 90 right-of-way; all the cities of Seattle, Mercer Island, Bellevue, Issaquah and North Bend; and all of Vashon and Maury Islands.

**Kent Area**, defined as:

All of King County south of Interstate 90 except those areas included in the Seattle Case Assignment Area.

I certify that this case meets the case assignment criteria, described in King County LCR 82(e).

\_\_\_\_\_  
Signature of Attorney                      WSBA Number                      \_\_\_\_\_  
Date

or

\_\_\_\_\_  
Signature of person who is starting case                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Address, City, State, Zip Code of person who is starting case if not represented by attorney

**KING COUNTY SUPERIOR COURT**  
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**PROBATE/GUARDIANSHIP**

Please check the category that best describes this case.

- |   |   |
|---|---|
| <input type="checkbox"/> Absentee (ABS 4)<br>(Petition to determine the location of absent owner of real or personal property.)   | <input type="checkbox"/> Minor Conservatorship (MCE 4)*<br>(Petition to appoint a conservator over the estate of the minor.)  |
| <input type="checkbox"/> Affidavit of Small Estate (ASE 4)<br>(A testimony or sworn statement to claim a debt or personal property belonging to a decedent.)              | <input type="checkbox"/> Minor Guardianship Conversion (MGV 4)<br>(For converting a third-party custody case to title XI action for the purposes of filing a motion.)   |
| <input type="checkbox"/> Affidavit of Successor (AOS 4)<br>(A testimony or sworn statement to claim a debt or personal property belonging to a decedent.)                 | <input type="checkbox"/> Minor Emergency Conservatorship (EGM 4)<br>(Petition to appoint a conservator in an emergent situation over the estate of a minor.)  |
| <input type="checkbox"/> Disclaimer (DSC 4)<br>(Recording a document that states a beneficiary (heir) does not wish to accept a bequest under a will.)                    | <input type="checkbox"/> Minor Guardianship Custody (MGC 4)*<br>(No parent willing/able to perform parenting functions. Replaces Child Custody-2021)  |
| <input type="checkbox"/> Emergency Guardianship/Conservatorship-Adult (EGC 4)<br>(Petition to appoint a conservator in an emergent situation over the estate and person.) | <input type="checkbox"/> Minor Guardianship Emergency (EMG 4)*<br>(Petition to appoint a guardian in an emergent situation over the person.)  |
| <input type="checkbox"/> Estate (EST 4)<br>(Petition seeking court settlement of a deceased person's property.)   | <input type="checkbox"/> Minor Guardianship Modification (MGM 4)*<br>(Petition to terminate or change minor guardianship or non-parental custody order)   |
| <input type="checkbox"/> Foreign Will (FNW 4)<br>(Filing of a will for probate that has been probated in another state, territory, or foreign country.)                   | <input type="checkbox"/> Minor Guardianship Standby (SMG 4)<br>(Unique case within the Minor Guardianship process where no parent will be willing or able to perform their parenting functions within the next two (2) years. These case types will need to be tracked separately from Minor Guardianship. Parent can delegate a guardian via Power of Attorney.) |
| <input type="checkbox"/> Guardianship/Conservatorship-Adult (GDC)*<br>(Petition to appoint a guardian/conservator over a person and estate.)                              |   |

\* The filing party will be given an appropriate case schedule at time of filing.

- Minor Other Protective Arrangements (OPM )\*  
(A simpler and less intrusive arrangement than minor guardianship or minor conservatorship.)
- Minor Settlement (MST 4)  
(Petition for a court decision that an award to a minor is appropriate.)
- Non Judicial Binding Agreement (NJB 4)  
(No existing King County Case.)
- Non Probate Notice to Creditors (NNC 4)  
(The filing of a non-probate notice to creditors in a case in which no probate action is expected.)
- Other Complaint/Petition (MSC 4)  
(Filing for a cause of action not listed.)
- Other Protective Arrangement-Adult (OPR 4)\*  
(A simpler and less intrusive arrangement than adult guardianship or adult conservatorship.)
- Petition for Relief – Power of Attorney (POA 4)
- Registration of Guardianship (RGR 4)
- Registration of Trust-Trust Situs (TRS 4)
- Special Needs Trust (SNT 4)  
(Trust created specifically for the benefit of those with physical and/or mental disabilities.)
- Trust (TRS 4)  
(A case filed, by order, separately from a guardianship or probate case.)
- Trust Estate Dispute Resolution Act (TDR 4)  
(The filing of a dispute in any estate, guardianship, or trust.)
- Will Only – Deceased (WLL4)  
(Filing a will of a person who has died when no further action shall be taken.)

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