

How to

Respond to a Petition for Emergency Minor Guardianship

WARNINGS!

- If there is also a pending *Petition for Minor Guardianship*, you will need to file a separate response to that petition. See Instruction: Respond to a Contested Minor Guardianship.

Talk to a lawyer if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They provide *legal information* only and **are not intended** to be a substitute for legal advice.

Facilitators cannot provide legal advice or complete your forms for you. It's a good idea to talk to a lawyer before you file any forms.

You can get information about their services and a list of low-cost and free legal resources at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>

Step 1: Fill out these forms.

All these forms can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Objection to Minor Guardianship	GDN M 301		<input type="checkbox"/>
Emergency Minor Guardianship Order	GDN M 203	Fill this out the way you would like the Commissioner to decide at the next hearing	<input type="checkbox"/>
Declaration of (name): _____	FL All Family 135	Optional: give to any witness who wants to write a statement.	<input type="checkbox"/>

If there is a request for temporary child support at the next hearing, you need to fill out these forms:

Child Support Worksheets	WSCSS-Worksheets	Online Child Support Calculation software is available at: https://fortress.wa.gov/dshs/dcs/SSGen/Home/QuickEstimator	<input type="checkbox"/>
Child Support Schedule & Instructions	Use this information to calculate Child Support Worksheets.		
Child Support Order	FL All Family 130	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>
Financial Declaration of _____	FL All Family 131		<input type="checkbox"/>
Sealed Financial Source Documents	FL All Family 011	Use this coversheet to keep your financial records confidential	<input type="checkbox"/>
<p>For the court to decide on financial issues, you must provide copies of financial documents, including:</p> <ul style="list-style-type: none"> ▪ Your W-2s and complete personal tax returns for the past 2 years ▪ Your most recent pay stubs (at least 6 months) ▪ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more ▪ Statements from all of your banks and financial institutions for the past 6 months 			

Print this, but do not fill it out yet. You will need it later.

Form Name	Form Number	Notes	Completed
Declaration of Service	WPF GDN 04.0850		<input type="checkbox"/>

Step 2: Make copies.

- **Original** set to file with Clerk’s Office
- **Copy 1** for your personal records.
- **Other Copies** for each person who needs notice:
 - Party filing the petition or motion
 - Proposed guardian
 - each parent
 - the child (if 12 or older and the court has not signed an *Order on Motion to Withhold* giving you permission to withhold all documents and evidence after the *Summons, Notice, and Petition*)
 - any person who has the child in his/her custody
 - any attorney involved.

Step 3: Confirm Attendance.

At least **two days** before the hearing before the assigned judge, contact the bailiff to confirm that you will be attending. The bailiff’s contact information for your assigned judge can be found [here](#) or in the Case Schedule for the Emergency Minor Guardianship, which you should have received from the petitioner.

Step 4: File these forms with the Clerk’s Office.

By **noon the day before the hearing**, file the following documents from Step 1 at the Clerk’s Office (room 2C in Kent and E-609 in Seattle), except:

- *Emergency Minor Guardianship Order*
- *Child Support Order* (if necessary).

OR

You may file these documents electronically through the Clerk’s Office E-Filing website at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

Step 5: Provide copies to all parties.

By **noon the day before the hearing**, mail or email all forms from Step 2 to the following parties:

- Party filing the petition or motion
- Proposed guardian
- each parent
- the child (if 12 or older and the court has not signed an *Order on Motion to Withhold* giving you permission to withhold all documents and evidence after the *Summons, Notice, and Petition*)
- any person who has the child in his/her custody
- any attorney involved.

If you do not have a mailing address or email address, you can provide notice via social media contact, SMS text, or hand delivery.

Then, complete the [Declaration of Service](#) form. Keep a copy for your own records and file the original with the Clerk's Office.

Step 6: Email Proposed Orders to Assigned Judge.

Your "Proposed Orders" are the following forms:

- *Emergency Minor Guardianship Order*
- If the petitioner is requesting child support, *Child Support Order*.

Email your proposed orders to your assigned judge by **noon the day before** your hearing.

Step 7: Attend virtual hearing.

Participate in the guardianship hearing, which will be a Zoom meeting with the assigned judge. Instructions on how to join the Zoom meeting are in the Case Schedule, a document provided by the person filing the petition. If you did not receive a copy of the Case Schedule, contact the bailiff for your assigned judge for information about how to connect to your Zoom Hearing.