

How to

Ask for an Attorney in a Minor Guardianship Case

Use these instructions if you are a parent or a child (who is at least 12 years old) asking the court to pay for an attorney to represent you.

WARNINGS!

- *Do not use these instructions if you have an Emergency Guardianship case.*
- Your request for an attorney should be made **before the 60-day hearing.**

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
Motion to Appoint a Lawyer	GDN ALL 021		<input type="checkbox"/>
Financial Statement	WPF GR 34.0300	Attach this to your motion.	
Order to Appoint a Lawyer	GDN ALL 022	Fill this out the way you would like the Commissioner to decide	<input type="checkbox"/>
Ex Parte via Clerk Coversheet		Only available on the King County Superior Court website	<input type="checkbox"/>

Step 2: Request a Fee Waiver if necessary.

You must give the documents completed in Step 1 to the Clerk's Office, and a clerk will provide them to a commissioner in the Ex Parte department. This service is called Ex Parte via the Clerk, and there is a \$30 fee.

This fee can be waived if you cannot afford to pay it. To request a waiver, complete the forms here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/fee-waiver>

Step 3: Make copies of all documents from Step 1

- **Original** set of forms to file with Clerk's Office
- **Copy 1** you keep for your records

Step 4: Give original forms to the Clerk's Office.

After all forms in Steps 1 and 2 have been completed, give them to the Clerk's Office: electronically, by mail, or in person. See <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/ex-parte-via-the-clerk#submission>

The Clerk will present your documents to the Commissioner for you. After the Order is signed, the Clerk will file all Step 1 documents in the court file.

The Clerk will give you a copy of the signed Order; you choose how you want the Clerk to do that in the *Ex Parte via Clerk Coversheet*. (For example, email or in-person pick up.)

Step 5: Contact your Attorney

If the court approves your request for an attorney, the name and phone number of your attorney will be in the court order. Call as soon as possible and give a copy of the court order to the attorney.