

How to Ask for a Court Visitor

WARNINGS!

- *Use these instructions only if a Petition for Minor Guardianship has been filed. Do not use these instructions for Petitions for *Emergency* Minor Guardianship.*
- Your request for a court visitor 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.

This form can be downloaded at: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/ex-parte-probate/guardianship/minor-guardianships>

Form Name	Notes	Completed
Motion to Appoint Court Visitor		<input type="checkbox"/>

This form can be downloaded at: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form Name	Notes	Completed
Ex Parte via Clerk Coversheet		<input type="checkbox"/>

CHOOSE ONE of the following orders:

This form can be downloaded at: <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/ex-parte-probate/guardianship/minor-guardianships>

Form Name	Notes	Completed
Order to Appoint Family Court Department for Court Visitor in Minor Guardianship	A Court Visitor from the Family Court Department will provide only those services outlined in the court order. Services are provided at no cost.	<input type="checkbox"/>

OR

This form can be downloaded at: www.courts.wa.gov/forms

Form Name	Notes	Completed
Order Appointing Guardian ad Litem or Court Visitor	Form number: GDN M 409 A registry of court visitors is maintained by the court. Fees apply.	<input type="checkbox"/>

Step 2: Request an Ex Parte via Clerk 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 available at:

<https://kingcounty.gov/en/dept/dia/courts-jails-legal-system/courts-financial/fees-payments/fee-waiver>

Step 3: Make copies of all documents from Step 1

- **Original** set of forms is for the Clerk's Office
- Copy 1 you keep for your records
- Copy 2 is for the court visitor

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/court/superior-court/courts-jails-legal-system/ex-parte-probate>

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

Also, 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: Notify the court visitor immediately.

If a court visitor is appointed from the Family Court Department, email a copy of the *Order to Appoint Family Court Department for Court Visitor in Minor Guardianship* to FCS@kingcounty.gov.

If a court visitor is appointed from the registry, mail a copy of the *Order Appointing Guardian ad Litem or Court Visitor* to that person. You may also call the court visitor, who may agree to accept a copy via email.