

How to Schedule a Guardianship/Conservatorship Hearing

This instruction explains how to schedule a court hearing in a guardianship/conservatorship matter and to notify each person the Court has ordered as entitled to receive notice.

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

Download form at:

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms>

Form name	Form Number	Notes	Completed
Notice of Court Date (Ex Parte)	Kent or Seattle	See step 2	<input type="checkbox"/>

Download forms at: <http://www.courts.wa.gov/forms/>

Form name	Form number	Notes	Completed
Motion and Declaration for Instructions	GDN ALL 034	Tell the court what you are requesting	<input type="checkbox"/>
Order on Motion for Instructions	GDN ALL 035	Fill this out for the Commissioner	<input type="checkbox"/>

Step 2: How to choose a court date

Next, go to <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/ex-parte-probate/hearings> and click on “Calendar Availability Tool” under the **Ex Parte Calendar** heading. This tool will help you find out when there is availability for your hearing.

To set your court date, you must fill out and file the *Ex Parte Notice of Court Date (Commissioners)*. The date you choose **must** be at least **14 days** after the day you file **and serve** the Notice of Court Date and all other documents (**17 days if serving by mail**).

How many copies do I need?

- **Original** set to file with Clerk’s office
- Copy **1** you will keep for your records
- Additional copies will be needed for each person the Court has ordered entitled to receive notice

Step 3: Take your original forms to the Clerk’s Office

File the originals of all forms (except any proposed orders) with the Clerk (room 2C in Kent and room E609 in Seattle).

OR

You may file your documents electronically through the Clerk’s Office E-Filing application

Please see: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

Step 4: Deliver the Commissioner’s Working Copies

Submit working copies through the e-file system (e-working copies):

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing>

If you are unable to access the e-file system:

The department must be furnished with a working copy of all motion papers 14 days before the hearing date by email (no-fee cases only) to SCEXPORTEORDERS@KINGCOUNTY.GOV.

Working papers submitted via email **MUST** indicate the following information in the subject line or they will not be accepted: SUBJECT: WORKING PAPERS – DATE/TIME OF HEARING – CASE NUMBER AND DESIGNATION (Example: Working Papers – July 6, 2020 at 10:30 AM, 20-4-09354-4 KNT). Emailed working papers submitted without the required information will not be forwarded to the court for consideration

The Commissioner’s working copy is a set of all forms from Step 1 including the proposed Order that you would like the court to sign at the hearing.

Step 5: Have other interested parties served

What to serve

Serve anyone who is entitled to receive notice a copy of all forms from Step 1.

How to serve

Provided that no order restrains you from having contact with anyone entitled to receive notice, you may hand deliver or mail the documents above yourself at least **14 calendar days by 12 noon** before the hearing (at least **17 calendar days by 12 noon** before the hearing). If the person entitled to receive notice has an attorney, deliver, or mail the forms to the attorney instead. After you have delivered or mailed the forms to the entitled party or attorney, fill out the **Proof of Service (Other than Personal Service)** (GDN ALL 009) form. File the original with the Clerk’s Office and keep a copy for your records.

You can download at: <https://kingcounty.gov/courts/clerk/forms.aspx>

Form name	Form number	Notes	Completed
Proof of Service (Other than Personal Service)	GDN ALL 009		<input type="checkbox"/>

Step 6: Virtual or Phone Hearing

Instruction to appear for your virtual hearing can be found on the Notice of Court Date (Ex Parte) or use the link below:

Zoom Hearing Link:

<https://kingcounty.zoom.us/j/95589486575>