

How to Close a Guardianship

These instructions explain how to close (terminate) the guardianship/conservatorship court case, discharge the guardian/conservator when a guardianship/conservatorship is no longer necessary (either because the incapacity no longer exists or because of the death of the incapacitated person).

The Guardian/Conservator must also file a final report. The Order Closing Guardianship/Conservatorship and Discharging Guardian/Conservator may be entered **only after completion of all final requirements set forth in the Order Approving Final Report.**

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 forms at: www.court.wa.gov/forms/

Form name	Form number	Notes	Completed
Motion for Order Closing Guardianship and/or Conservatorship and Discharging Guardian and/or Conservator	GDN C 601		<input type="checkbox"/>
Order Closing Guardianship and/or Conservatorship, Discharging Guardian and/or Conservator/Death of Individual/Capacity Returned	GDN C 602	Fill this out for the Commissioner	<input type="checkbox"/>
Guardian/Conservator's Report	GDN R 204		<input type="checkbox"/>
Order Approving Guardian/Conservator's Report	GDN R 206	Fill this out for the Commissioner	<input type="checkbox"/>

Step 2: Getting your request approved.

If there are no interested parties You may file by mail, in person or electronically (e-file) using the ex parte via the Clerk process. (The court did not list any interested parties on the Order appointing you as the Guardian/Conservator **OR** No one file a Special Notice of Proceedings)

Ex Parte via the Clerk is a service provided by the Clerk's Office. Submit your Motion and Order to the Clerk and pay the Ex Parte via the Clerk processing fee. The Clerk will present the Order to the Commissioner for you. After the Orders have been signed the Clerk will automatically file the original documents and return a copy of the Order to you via the method you requested

By Mail or in Person: Mail or take all forms listed in Step 1 with the Ex Parte via the Clerk Coversheet to:

Kent Cases: Maleng Regional Justice Center ex parte correspondence 401 Fourth Avenue North, room 2C, Kent, WA 98032

Seattle Cases: King County Courthouse ex parte correspondence 516 Third Avenue, room E609, Seattle, WA 98104

There is a \$30 fee. Make checks/money orders to: King County Superior Court

Electronically (e-file): You can file your documents online on the Clerk's website at: <https://www.kingcounty.gov/courts/clerk/documents/efiling.aspx>.

If you have questions about e-filing call 206-477-3000, or email eServices@kingcounty.gov.

For a visual instruction on how to file documents electronically to Ex Parte via the Clerk. Please see: <https://www.kingcounty.gov/~media/courts/Clerk/docs/misc/eExParteviatheClerkGuide.ashx?la=en>

If there are interested parties you must schedule a hearing (The court may have listed interested parties on the Order appointing you as Guardian/Conservator or Parties may have filed a motion to be notified and if granted, the Court signed an Order on Motion to Request Notice).

When/How to Schedule a Hearing

- You must check the calendar availability tool to see what dates are available:
<https://dja-prd-ecexap1.kingcounty.gov/?q=epvccal>
- The hearing will be at 10:30 am on the day of your choice (Mon, Tues, Wed, or Fri)
- Fill out the Notice of Court Date Ex Parte (*Kent* or *Seattle*)

You must provide 14 days' notice if hand delivering, or 17 days' notice if serving by mail to each person and/or agency who requires notice.

What forms do I need to serve?

Forms from Step 1 and the Notice of Court Date

How many copies do I need and where do I take them?

- **Original** – Clerks' Office
2C in Kent
E609 in Seattle
or file electronically by going to www.kingcounty.gov and search "e-filing"
- **Copy 1** – Working Copy for Commissioner
Submit electronic working copy through the e-file system or deliver a hard copy to:
1J in Kent
W325 in Seattle
Add the following to the upper-right corner of the top page of your documents:

Working Papers

Attn: Ex Parte Department

Hearing date: _____

Hearing time: 10:30am

Presented by: *(your name)* _____

- **Copy 2** – keep for your records.
- **Copy 3+** - each person/agency that requires notice.

What's next?

- Deliver Working Copy at least 14 days before the hearing.
- Serve the Interested Parties. Fill out **Proof of Service** to prove to the court all parties were properly notified.
- Attend your virtual hearing -access Zoom information from the Notice of Court Date

If a bond is being exonerated in the Order you will need a certified copy of the Order to send to the bonding company along with a cover letter indicating that the bond was exonerated. Certified copies can be purchased from the Clerk's Office.