**INSTRUCTIONS FOR TRANSFERRING WASHINGTON GUARDIANSHIP TO OTHER STATE**
**RCW 11.90.400**

1. The Washington Guardian begins the process of transferring the guardianship to another state by filing a Petition to Transfer (Form #17) in the Washington Court.
2. Notice of the filing of the Petition must be served on all interested parties (as set forth in RCW 11.88.040.) This would normally include the incapacitated person and immediate family.
3. The guardian, the Court, or any interested party may request that a hearing be set (Form #14) to consider the petition. Each interested party must be given notice of the date, time and place of hearing.
4. The guardian must file a Declaration of Service (Form #11) for each interested party notified. Satisfactory notice would be 10 days, with an additional three days for service by mail.
5. Interested parties may file objections to the transfer with the Clerk or present them to the Court on the date of hearing.
6. At the conclusion of the hearing, the Court may sign an order provisionally approving the transfer if it finds that:
   a. The incapacitated person is presently in or reasonably expected to permanently move to the other state.
   b. No objection has been made or the objector has failed to show that the transfer would not be in the best interest of the incapacitated person.
   c. Plans for care and services for the incapacitated person in the other state are reasonable and sufficient.
7. The guardian having obtained a provisional order for transfer (Form #18), must then file a petition in the other state to accept transfer (no form is supplied as each state may have its own format for petitions).
8. The guardian may present a Final Order (Form #19) approving transfer and terminating the Washington guardianship if:
   a. The Court in the other state has issued a provisional order accepting the guardianship and
   b. All documents required to terminate the guardianship, such as the final accounting, have been provided to the Washington Court.

**The following (check marked) documents are required:**

| | ***Form Number*** | ***Form Title*** |
|---|---|---|
| ☐ | 11 | Declaration of Service SPO GDN 02.0110 |
| ☐ | 14 | Notice of Hearing on Petition for Transfer SPO GDN 02.0140 |
| ☐ | 17 | Petition to Transfer Guardianship to Other State SPO GDN 02.170 |
| ☐ | 18 | Provisional Order Granting/Denying Petition to Transfer to Other State SPO GDN 02.180 |
| ☐ | 19 | Final Order Confirming Transfer & Terminating Washington Guardianship SPO GDN 02.190 |
| ☐ | Other(s) _____ | |

**Guardianship Forms are available online at**

**www.spokanecounty.org/superiorcourt/guardianforms**

Or the guardianship forms may be purchased at the Spokane County Bar Association Office on the fourth floor of the Spokane County Courthouse Annex.

Spokane County Superior Court
Guardianship Monitoring Program
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Spokane WA 99260-0350
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