

## **HOW TO RESPOND TO COMPLAINT**

If the guardian receives a Court Order giving the guardian a deadline to reply, the guardian must respond and provide proof, if applicable, by the deadline. A response letter with the case name and number addressing the issues outlined in the complaint along with proof (if applicable) should be filed by the guardian, in the Clerk's office Room 300 (M-F 8:30 a.m. to 4 p.m.). The guardian must bring a conformed copy (date stamped) of response letter along with proof (if applicable) of these documents to the Court Administrators Office, 3<sup>rd</sup> Floor Annex, Guardianship Drop Box (M-F 8:30 a.m. to Noon and 1-4:30 p.m.).

**Guardianship/Conservatorship Forms are available online at**

**<https://www.spokanecounty.org/1167/GuardianshipConservatorship-Forms>**

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

Mailing Address:

Spokane County Superior Court  
Guardianship Monitoring Program  
1116 West Broadway, Room 202A  
Spokane WA 99260-0350  
509-477-2622