

## HOW TO SET A HEARING

1. If a guardian needs to set a hearing on the Guardianship/Trust calendar the guardian must obtain a hearing date and time from the Guardianship Monitoring Program, 477-2622. File the original Note for Hearing (Form#11A) and Declaration of Service (Form#11) in the Clerk's office (M-F 8:30 a.m. to Noon and 1-4 p.m.) and drop off conformed copies (date stamped) of these documents to the Guardianship Monitoring Program, Room 200 (M-F 8:30 a.m. to Noon and 1-5 p.m.). The guardian should also keep a set of conformed copies for him/herself.
2. It will be the responsibility of the guardian to provide notice of the hearing date to any interested party. The parties entitled to notice are set forth in RCW 11.88.040. Generally, this would include the incapacitated person, care facility, standby guardian, etc. Satisfactory notice is a minimum of twelve days prior to the hearing. (See LSPR 98.20 for additional information on proper notice deadlines.)
3. Remember the call in ready procedure two days prior to the hearing date no later than 11:59 a.m. to (509) 477-3886. The guardian would leave a message with the case name and number indicating the case is ready to go.
4. At the scheduled hearing date, the guardian would bring conformed copies of Petition for Instructions, Declaration of Service, and the original and copy of the Order on Petition for Instructions (Form #50B). The guardian should fill out the Order on Petition for Instruction the way he/she would like the Court to approve. Give the completed forms to the Clerk and take a seat.

**Guardianship Forms are available online at [www.spokanecounty.org/superiorcourt/guardianforms](http://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  
1116 West Broadway  
Spokane WA 99260-0350  
509-477-2622