

HOW TO RESIGN AS GUARDIAN AND/OR APPOINT SUCCESSOR GUARDIAN/CONSERVATOR

1. If the resigning guardian/conservator is a lay guardian a Court Visitor will need to be appointed to the case to investigate if guardianship/conservatorship is needed and to determine if the successor guardian/conservator is qualified and completed the Washington State Lay Guardian Training and completed the Disclosure form and any other necessary documents.
2. The resigning guardian/successor guardian must obtain a hearing date and time from the Guardianship Monitoring Program, (509) 477-2622. File the original Notice of Hearing and Declaration of Mailing (GDN ALL 005) in the Clerk's office and drop off copy of the Notice of Hearing and Declaration of Mailing to the Guardianship drop box in the Court Administrator's Office, 3rd Floor Annex.
3. It will be the responsibility of the resigning or successor guardian to provide notice of the hearing date to any interested party. The parties entitled to notice are set forth in RCW 11.130.325 and RCW 11.130.505. 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.)
4. Remember the call in ready procedure, the resigning or successor guardian must call two days prior to the scheduled hearing date no later than 11:59 a.m. to (509) 477-3886 and indicate the case name and number and it is ready to go.
5. At the scheduled hearing date, the successor guardian must appear and submit the Motion and Order Appointing Successor Guardian/Conservator (GDN ALL 041 & 042), along with the Disclosure of Guardian or Conservator (GDN ALL 002) including Declaration of Completion of Washington State Online Lay Guardian training. You will also need the Acceptance of Appointment (GDN ALL 003) filed out to file with the other documents in order for you to obtain your Letters.
6. The Order Appointing Successor Guardian/Conservator will give the resigning guardian 30 days to submit the final accounting (including supporting documents) to the Guardianship Monitoring Program, original filed in the Clerk's Office. The resigning guardian must file a Proof of Service (Other than Personal Service (GDN ALL 009)) to all interested parties, allowing time for objections including the successor guardian. The final accounting will be audited through the Guardianship Monitoring Program. After the audit is complete the Order Approving Final Accounting (GDN R 206) will be approved at the final accounting hearing scheduled via Notice of Hearing (GDN ALL 005).

Guardianship/Conservatorship Forms are available online at

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

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 Room 202A
Spokane WA 99260-0350
509-477-2622