

HOW TO CHANGE VENUE OF A GUARDIANSHIP

1. Per RCW 11.88 a guardianship should be in the county wherein the incapacitated person resides. Residency is generally established after a year of residency in Washington State. The guardian may want to change venue because the incapacitated person is moving to Spokane County. If this is a transfer to another county the guardian should contact the county where guardianship is to be moved to determine if any additional requirements are required in the new county.
2. The guardian changing venue to Spokane County must obtain a hearing date and time from the Guardianship Monitoring Program, 477-2622. The guardian must be current with reports. The guardian will be required to take the online and in person training to change venue to Spokane County.
3. It will be the responsibility of the guardian to provide notice of the hearing date to any interested party. The guardian needs to file Declaration of Service (Form #11) 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.) The guardian must file the original Petition for Instruction (Form #50A), Note for Hearing (Form #11A) and Declaration of Service (Form #11) in the Clerk's office and drop off conformed copies (date stamped) of these documents to the Guardianship Monitoring Program, Room 200. The guardian should also have a set of conformed copies to keep for him/herself.
4. Remember the call in ready procedure, the 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 guardian must appear and submit the Order Changing Venue (Form #64) and the Declaration of Proposed Guardian (certified, Form #8) or Declaration of Proposed Guardian (non-certified, Form #9) including background check from your state of residence (for Washington State, www.wsp.wa.gov Hot Topics - Background Checks- WATCH.) The Order Appointing Successor Limited Guardian of Person/Full Guardian of Person and/or Limited Guardian of Estate/Full Guardian of Estate.)

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
1116 West Broadway
Spokane WA 99260-0350
509-477-2622