

## **HOW TO RESPOND TO NOTICE OF NONCOMPLIANCE OR ORDER TO SHOW CAUSE\***

1. If the guardian receives a Notice of Noncompliance or Order to Show Cause, it is because the required documents were not filed by the annual due date or you have failed to reply to the Court. The Court is wanting the required documents more than your appearance in Court. However, please follow these steps to avoid an Order to Show Cause, being sanctioned, removed as guardian or financial liability for the appointment of a guardian ad litem to locate a successor guardian.
  - a. Notice of Noncompliance:

The guardian should submit the required document(s) no later than the deadline on the notice of noncompliance. See instructions for filing Care Plans (guardian of person only) or Guardianship Documents (guardian of person and estate). If you do not submit the required documents by this deadline, generally an Order to Show Cause will be sent.
  - b. Order to Show Cause\*

If the required document(s) have not been filed a minimum of seven days prior to the required appearance date, the guardian should appear at the show cause hearing at the date and time on the order. The guardian should be prepared to submit the required documents along with supporting documents and Orders Approving, copies of all required documents and a self-addressed stamped envelope. If a continuance is requested, a new date must be provided by GMP Staff and may need to be approved by Commissioner requesting the show cause date.

### **\*FAILURE TO APPEAR MAY RESULT IN SANCTIONS/REMOVAL AS GUARDIAN AND/OR OTHER FINANCIAL LIABILITIES!**

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