

INSTRUCTIONS FOR FILING GUARDIANSHIP DOCUMENTS

- File the original of the current document(s), with the exception of the proposed order(s), in the Spokane County Clerk's Office, room 300, Spokane County Courthouse
- The following documents must be provided to the Guardianship Monitoring Program, room 200, Spokane County Courthouse:
 - One photocopy of the current document, stamped with the date the original was filed (stamp at Clerk's Office counter)
 - All required accompanying documents (cancelled checks, bank statements, receipts, etc.) in support of the accounting
 - One original and one photocopy of the proposed Order Approving (**Do not STAMP or FILE**)
 - One stamped, self-addressed envelope with sufficient postage for return copy of order approving and any original financial supporting documents which you have requested sent back to you. You may provide copies of financial supporting documents which GMP will shred when the audit is complete. (Please note all original supporting documents will be shredded if not picked up within 6 months).

The following (check marked) current document(s) are required:

<u>Form Number</u>	<u>Form Title</u>
<input type="checkbox"/> 20	Oath of Guardian WPF GDN 04.0200
<input type="checkbox"/> 20A	Designation of and Consent by In State (Resident) Agent WPF GDN 04.0300
<input type="checkbox"/> 21	Guardianship Inventory WPF GDN 04.0500
<input type="checkbox"/> 22	Initial Personal Care Plan WPF GDN 04.0700
<input type="checkbox"/> 22A	Periodic Personal Care Plan SPO GDN 05.0700
<input type="checkbox"/> 23	Designation of Standby Guardian WPF GDN 04.0350
<input type="checkbox"/> 24	Cash Receipt Journal SPO GDN 02.0240
<input type="checkbox"/> 25	Notice of Right to Request Special Notice WPF GDN 04.0800
<input type="checkbox"/> 27	Declaration of Guardian: Assets Held in Financial Institutions WPF GDN 04.0400
<input type="checkbox"/> 29A	Guardian's Report, Accounting, and Proposed Budget SPO GDN 02.0290
<input type="checkbox"/> 29A1, 29A2 OR 29A3	Accounting Form SPO GDN 02.0291, 02.0292, OR 02.0293 (based on estate value)
<input type="checkbox"/> 29B	Order Approving Guardian's Report, Accounting, and Budget SPO GDN 02.0294
<input type="checkbox"/> 33A	Petition for Approval of Budget, Disbursements & Initial Personal Care Plan WPF GDN 05.0100
<input type="checkbox"/> 33B	Order Approving Budget, Disbursements & Initial Personal Care Plan WPF GDN 05.0500
<input type="checkbox"/> 33C	Order Approving Personal Care Plan SPO GDN 02.0330
<input type="checkbox"/> 37	Receipt of Funds into Blocked Account WPF GDN 04.0600
<input type="checkbox"/> Letters of Guardianship (must be obtained in Spokane County Clerk's Office)	
<input type="checkbox"/> Other(s) _____	

Guardians who do not live in Spokane may mail the above to the following address:

Spokane County Superior Court Guardianship Monitoring Program
1116 West Broadway Room 200
Spokane, WA 99260-0350
509-477-2622

Guardianship Forms are available online at www.spokanecounty.org/superiorcourt/guardianforms

Or the guardianship forms may be purchased at the Law Library on the 2nd floor of the Spokane County Courthouse or at the Spokane County Bar Association Office on the fourth floor of the Spokane County Courthouse Annex.