

Guardianship Policies Pursuant to Spokane County Superior Court Emergency Orders

Updated September 1, 2020

Due to the on-going COVID issues and Emergency Orders, here are some additional processes to be followed until further notice.

Call-In Ready Process-

- At least one party must call (509) 477-3886, no later than the Tuesday (by noon) before the Thursday hearing.
- Once a case is called in ready, it will be heard at the scheduled docket time, even if the action is to be dismissed or continued.
- ALL parties should communicate prior to call in deadline to ensure the case is reported ready accurately.
- Hearings set by the Court require each party to call the case in ready.
- Any hearing not timely called ready may be stricken or sanctions imposed, at the judicial officer's discretion.

Ex Parte – Drop & Go Box* – Currently in Courtroom 202.

See EX PARTE POLICY FOR DATES & TIMES



- The “Drop & Go” Box is meant for Guardianship Orders with no time constraints.
- There is no guarantee how long it will take to have these Orders Signed and logged.
- Do not leave copies, no one will conform them.
- No notification is given if/when orders are



signed.

* THIS IS THE SAME BOX to place **Original Signed Orders** for Called-In Ready Thursday Guardianship Hearings. PLEASE PLACE A STICKY NOTE with HEARING DATE & TIME ON TOP OF ORDERS! →
MUST BE RECEIVED the FRIDAY BEFORE the THURSDAY Hearing!

**SAMPLE STICKY NOTE*

HEARING DATE:
1/1/2060
TIME: 10:15 a.m.

Guardianship Ex Parte – Currently in Courtroom 304, Thursday Morning 9-9:30 a.m.

- **THIS IS NOT DROP & GO.** Parties must be present to present orders and available for questions. Orders will be reviewed and signed in chambers.
- Final Accounting Audits accepted, notice given and Order is submitted to be approved.
- Agreed Orders with time constraints or other urgent needs**.

** The Emergency Order Mailbox has been discontinued, instead please use Guardianship Ex Parte. Pro Tem Commissioners are still not allowed to sign Guardianship Orders. You may present agreed orders during Ex Parte walk in times, when a full time Commissioner is on the bench.

Weekly Guardianship Docket, Proposed Orders & Bench Copies - NEW PROCESSES PLEASE READ.

- Posted the day before scheduled hearing date.
- Cases have been called in ready and will be heard at time listed.
- Parties will obtain time and Meeting ID # from weekly guardianship docket.
- **EMAILED ORDERS WILL NO LONGER BE ACCEPTED OR PRINTED.**
- Proposed **Signed Original Orders** should be placed in **Exparte -Drop & Go Box (Courtroom 202)** the **Friday before the Thursday** Hearing with STICKY NOTE (see above for example) with hearing date and time on top.
- Bench copies should be dropped off in the **Court Admin office, 3rd Floor Annex**, the **Friday before the Thursday** Hearing with STICKY NOTE (see above for example) with hearing date and time on top.
- Bench copies submitted after the Friday before the Thursday are LATE and should be emailed to GLateBenchCopies@SpokaneCounty.org for Commissioner review. DO NOT include GMP Staff.
- Guardianship Participant Instructions via Zoom, Court Preferred Methods listed should be used to virtually attend hearings. Otherwise parties may appear in the Courtroom (following facial coverings & social distancing).

Annual Care Plans & Report and Accountings – Mail in process.

- The mailing address is:
Spokane County GMP
1116 West Broadway, Room 200
Spokane, WA 99260 0350
- All annual documents (care plan or report and accounting) and Order Approving **MUST HAVE THE GUARDIAN (CO-GUARDIANS)**, signature(s).
- Annual Care Plan + Copy, Order Approving + Copy & Self Addressed Stamped Envelope (SASE) must be mailed in.
- Annual Report and Accounting + Copy, Order Approving + Copy, bank statements including check images for entire report period, additional supporting documentation (Tax Assessed Value of Property, Cash Receipt Journal, Burial Policy/Plans, etc.) & SASE must be mailed in.
- IF COPIES OR SASE are not provided NOTHING will be returned.
- 90 Day Documents & Orders will follow the same process.

Annual Care Plans & Report and Accountings – In Person process.

- Guardian/Courier is dropping off annual documents, this process should be followed:
Stack 1- Annual Care Plan or Report and Accounting with GUARDIAN (CO-GUARDIANS) original signature(s) should be filed in the **Spokane County Clerk's Office, Room 300**, Incoming Pleadings Wooden Box. DO NOT STAMP THIS FORM.

Stack 2 – Date Stamped copy of Annual Care Plan or Report and Accounting with GUARDIAN (CO-GUARDIANS) original signature(s), Original Signature Order Approving and one copy. DO NOT FILE OR STAMP THESE DOCUMENTS. Bank Statements and other supporting documentation and SASE ALL DELIVERED TO the **Court Administrator’s Office, 3rd Floor of the Annex.**

- IF COPIES OR SASE are not provided NOTHING will be returned.
- 90 Day Documents & Orders will follow the same process.

GMP Volunteer Auditors Update – Ever Changing Times

- GMP Volunteer Auditors are working hard to get caught up.
- In the meantime, GMP Staff will continue to issue one-page Petition & Order Extending Letters of Guardianship for Annual Report and Accountings only on audits in the GMP Office.
- If the Annual Report and Accounting has not been submitted for audit. The Guardian or Attorney for Guardian is responsible for submitting the forms to extend time via ex parte process.