INSTRUCTIONS FOR SETTLING FINAL ACCOUNT - TERMINATION OF GUARDIANSHIP - DEATH

1. Upon death of Incapacitated Person the guardian must file the Notice of Death of Incapacitated Person (Form #60) within 30 days. The guardian shall file their final report and accounting (Form # 61A) within 90 days of the termination of the guardianship.
2. The guardian must present an Order Setting Hearing on Petition to Settle Final Account (Form #60A) to the Guardianship/Trust Calendar during Ex parte Hours (contact the Guardianship Monitoring Program (509) 477-2622 for current hours as they are subject to change) or the Ex Parte Department, Courtroom 304. The order will set a date on the Guardianship & Trust Calendar during the Ex Parte Hours.
3. It will be the responsibility of the guardian to provide notice of the hearing date and final accounting to any interested party. The parties entitled to notice are set forth in RCW 11.88.040. This would normally be heirs and creditors (such as the State of Washington Office of Financial Recovery for Medicaid supported incapacitated persons). The final report and accounting must be submitted to the Guardianship Monitoring Program 30 days prior to the hearing day for an audit to be completed.
4. The guardian must file a Declaration of Service (Form #11) for each interested party notified. Satisfactory notice would be 12 days prior to the hearing.
5. Interested parties may file objections to the final report and accounting with the Clerk and copies submitted to the Guardianship Monitoring Program or present them to the Court on the date of hearing. (See LSPR 98.20 for additional information on proper notice deadlines.)
6. If no objection is made, the Order Approving Guardian's Activities and Final Report (Form #61B) should be approved. If objections are made, the Court will determine the complexity of the issue objected to at the time of the hearing. If the matter can be resolved by argument to the Court in 10 minutes or less, the Court will settle the account at the time of the hearing after an audit is completed through the Guardianship Monitoring Program. If a more extensive hearing is required, such as one requiring oral testimony, the case will be referred to the Coordinator, 477-2622 for scheduling.

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