

INSTRUCTIONS FOR SETTLING FINAL ACCOUNT – MINOR GUARDIANSHIP

1. For settling Minor guardianships, the guardian shall complete and file the Declaration of Completion of Guardianship of Minor (Form #63A), Notice of Filing of Declaration of Completion (Form #63B), and the Declaration of Mailing- Minor (Form #63C) form within 30 days of the minor's 18th birthday.
2. The guardian will give GMP 30 days to audit the final accounting and provide the accounting (including supporting documents) to the Guardianship Monitoring Program, original filed in the Clerk's Office. The guardian must file a Declaration of Service (Form #11) to all interested parties, allowing time for objections.
3. The final accounting will be audited through the Guardianship Monitoring Program. After the audit is complete the Order Approving Final Accounting (Form # 61B) will be approved or a hearing scheduled.
4. After the Order Approving Final Accounting is approved the guardian shall bring proof of funds transferred or account retitled in the name of the adult along with closing forms. The Petition for Order Closing Guardianship and Discharging Guardian (Form #62A) and Order Closing Guardianship and Discharging Guardian (Form #62B) may be filed at the same time to close the case. These documents shall be presented during the guardianship docket.

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
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Spokane WA 99260-0350
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