

INSTRUCTIONS FOR TRANSFERRING GUARDIANSHIP/CONSERVATORSHIP TO WASHINGTON
RCW 11.90.410

1. The Guardian/Conservator must first go to the Court in the original state in which the guardianship is pending. That Court must give permission for the ward/incapacitated person to relocate to the State of Washington. It must enter a Provisional Order of Transfer. No form is supplied as each state will have its own format. The Guardian/Conservator must then file a Petition to Accept Transfer (WPF GDN 02.0130) with the Washington Court. Attached to the petition must be copies of the Order Allowing Transfer and the original Order Appointing Guardian/Conservator from the other state.
2. The Guardian/Conservator must give notice to all interested parties (per RCW 11.88.040) of the proposed transfer. "Interested parties" will normally include at least the ward/incapacitated person, immediate family and anyone who has requested special notice. The guardian may contact the guardianship monitoring program to determine if a hearing can be set on the general guardianship calendar or if the case has been assigned to a specific judge. Once the guardian has determined the date, place and time for a hearing he or she can complete the Notice of Hearing on Petition for Transfer form (SPO GDN 02.0140). This form will provide notice that a Petition has been filed and that a hearing has been scheduled.
3. The guardian must file a Declaration of Service (SPO GDN 02.0110). This will confirm that a copy of the petition and notice of hearing have been served on each interested party. Service may be by personal delivery or regular mail. Satisfactory notice of the hearing would be 10 days. Add three days if served by mail.
4. Interested parties may file objections to the transfer with the Clerk or present them to the Court at the hearing.
5. At the hearing the Court may sign the Provisional Order Accepting/Denying Transfer (WPF GDN 02.0150). The court may give the guardian authority to begin serving as guardian in Washington at this time if he or she has completed both the Washington State online and the Spokane County in-person guardian training. Proof of completion must be provided to the court. The Declaration of Proposed Guardian is also required at the hearing, if you are not certified you will also need to provide a background check from the state of your residence.
6. A copy of the Provisional Order Accepting Transfer must be provided to the original Court for review. If that Court grants final permission for transfer, it should issue a final order to be filed with the Washington Court.
7. Once the original state has given final approval for the transfer the guardian may present a Motion for Final Order Accepting Transfer to Washington (WPF GDN 02.0155) and Final Order Accepting Transfer to Washington (WPF GDN 02.0160) and Order Appointing Guardian (SPO GDN 02.0101). The motion and order may be presented on the guardianship calendar, unless the case is assigned to a specific judge. A copy of the signed Final Order Accepting Transfer & Appointing Guardian should be given to the Guardianship Monitoring Program.

The following (check marked) documents are required:

	<u>Form Number</u>	<u>Form Title</u>
<input type="checkbox"/>	8 or 9	Declaration of Proposed Guardian (Certified) SPO GDN 02.0800 OR Declaration of Proposed Guardian (Non-Certified) SPO GDN 02.0900 + Back ground Check
<input type="checkbox"/>	10	Order Appointing Limited Guardian of Person/Full Guardian of Person and/or Limited Guardian of Estate/Full Guardian of Estate SPO GDN 02.0101
<input type="checkbox"/>	11	Declaration of Service SPO GDN 02.0110
<input type="checkbox"/>	13	Petition to Accept Transfer to Washington WPF GDN 02.0130
<input type="checkbox"/>	14	Notice of Hearing on Petition for Transfer SPO GDN 02.0140
<input type="checkbox"/>	15	Provisional Order Accepting/Denying Transfer to Washington WPF GDN 02.0150
<input type="checkbox"/>	16	Motion for Final Order Accepting Transfer to Washington WPF GDN 02.0155
<input type="checkbox"/>		Final Order Accepting Transfer to Washington WPF GDN 02.0160
<input type="checkbox"/>		Provisional Order of Transfer from sending State (No Form Supplied)

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
509-477-2622