

PETITION FOR MINOR GUARDIANSHIP

All documents are available for free from www.courts.wa.gov/forms

or www.washingtonlawhelp.org

Filing Fee = \$240.00 (fee waived automatically if petitioner is a relative to the minor per RCW 11.130.170(3))

Required Documents

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Case Cover Sheet | (Provided by the Clerk's Office) |
| <input type="checkbox"/> Confidential Information Form | GDN M 410 |
| <input type="checkbox"/> Summons | GDN M 001 |
| <input type="checkbox"/> Minor Guardianship Petition | GDN M 102 |
| <input type="checkbox"/> Notice of Hearing about a Minor Guardianship Petition | GDN M 101 |
| <input type="checkbox"/> Declaration Explaining the Reasons for Minor Guardianship Petition | GDN M 103 |
| <input type="checkbox"/> Motion for Order Directing DCYF to Release CPS information | GDN M 404 |
| <input type="checkbox"/> Order Directing DCYF to Release CPS Information | GDN M 405 |
| <input type="checkbox"/> Criminal History Cover Sheet | GDN M 407 |
| <ul style="list-style-type: none">Any person residing in your household that is 16 years old or older, including yourself, must have a background check done at \$11 per name. To do so, visit http://watch.wsp.wa.gov. | |
| <input type="checkbox"/> Disclosure of Guardian or Conservator | GDN ALL 002 |
| <input type="checkbox"/> Declaration of Completion of Guardian Training
https://www.courts.wa.gov/guardianportal/index.cfm?fa=guardianportal.title11minor | |
| <input type="checkbox"/> Parents' Consent to Minor Guardianship (if agreed on by parent(s)) | GDN M 304 |
| <input type="checkbox"/> Sealed Cover Sheet * | GDN ALL 101 |
| *If the Court requires you to provide a Birth Certificate of the minor and/or a Death Certificate of the parent | |

If Requesting an Immediate (Ex Parte) Order**

- | | |
|---|-----------|
| <input type="checkbox"/> Motion for Immediate Order- Emergency Guardianship & Restraining Order | GDN M 204 |
| <input type="checkbox"/> Immediate Minor Guardianship Order and Hearing Notice | GDN M 205 |

**Documents taken to Commissioner Services (located in Room 110) after case is started to request an ex parte hearing

If Requesting Residential Schedule and/or Child Support

- | | |
|---|-------------------|
| <input type="checkbox"/> Residential Schedule - Mark 'Proposed' | GDN M 104 |
| <input type="checkbox"/> Child Support Order - Mark 'Proposed' | FL All Family 130 |
| <input type="checkbox"/> Child Support Worksheets | Not Numbered |

If Requesting to Serve by Publication (needed if parents' location or name of father is unknown)

- | | |
|--|-------------------|
| <input type="checkbox"/> Motion to Serve by Publication | FL All Family 108 |
| <input type="checkbox"/> Order to Allow Service by Publication | FL All Family 109 |
| <input type="checkbox"/> Summons Served by Publication | FL All Family 110 |
| <input type="checkbox"/> Proof of Publication (Cover Sheet) | FL All Family 111 |

If Requesting Default

- | | |
|---|-------------------|
| <input type="checkbox"/> Motion for Default | FL ALL FAMILY 161 |
| <ul style="list-style-type: none">A printout from the Department of Defense is required as part of this request
https://scra.dmdc.osd.mil/scra/#/single-record | |
| <input type="checkbox"/> Order on Motion for Default | FL ALL Family 162 |

Final Orders Required

- | | |
|---|-------------------|
| <input type="checkbox"/> Minor Guardianship Findings & Order | GDN M 105 |
| <input type="checkbox"/> Residential Schedule - Mark 'Final' (if requested) | GDN M 104 |
| <input type="checkbox"/> Child Support Order - Mark 'Final' (if requested) | FL All Family 130 |
| <input type="checkbox"/> Child Support Worksheets (if Requested) | Not Numbered |

If Responding to Minor Guardianship

- | | |
|---|-------------|
| <input type="checkbox"/> Objection to Minor Guardianship | GDN M 301 |
| <input type="checkbox"/> Parents' Consent to Minor Guardianship (if agreed on by parent(s)) | GDN M 304 |
| <input type="checkbox"/> Motion to Appoint Lawyer | GDN ALL 021 |
| <input type="checkbox"/> Order Appointing Lawyer | GDN ALL 022 |

After Forms are Completed

- Make 3 sets of copies of documents (original documents must be single sided for filing)**
- File w/ Clerks Office at 930 Tacoma Ave S, Tacoma, WA 98402, Room 110**
- Schedule a Minor Guardianship Hearing in Room 110 and complete Notice of Hearing (GDN M 101)**
- Serve all necessary parties**
 - Personally serve copies of the following documents**
 - Summons (GDN M 001)
 - Minor Guardianship Petition (GDN M 102)
 - Notice of Hearing about a Minor Guardianship (GDN M 101)
 - Declaration Explaining Reasons (GDN M 103)
 - Any other documents you filed along with your Petition
 - Personal Service is REQUIRED for:**
 - The minor(s) if 12 years or older
 - Each parent of the minor or, if there is none, the adult nearest in kinship who can be found with reasonable diligence
 - Any guardian or person with nonparental custody of the minor(s).
 - Any other person the court determines should receive personal service of notice.
 - Service by mail of the Petition (GDN M 102) and Notice of Hearing (GDN M 101) is required for:**
 - Any adult with primary care and custody of the minor(s) who is not a parent, guardian, or person with nonparental custody
 - Each person that had primary care or custody of the minor(s) for at least 60 days during the 2 years immediately before filing of the petition or for at least 730 days during the five years immediately before the filing of the petition.
 - Any person nominated as guardian by the minor(s), if the minor(s) is/are 12 years of age or older
 - Any nominee of a parent
 - Maternal & paternal grandparents and any adult siblings of the minor(s)
 - Any conservator acting for the minor(s) in any jurisdiction
 - Any other person the court determines
- File proof of service document(s) with the Clerk's Office**
 - [Proof of Personal Service](#) GDN ALL 007
 - [Proof of Service \(Other Than Personal Service\)](#) GDN ALL 009
- **For assistance filling out paperwork please contact our Court Facilitators**
 - **Call (253)798-3627 between the hours of 8 am to 9 am**
 - **\$20 for a 30-minute appointment**
 - **Same day walk in appointments may be available on a first come first serve basis**
- **For access to file documents electronically and access to your case please fill out a [LINX Account Setup Form](#)**