

**PIERCE COUNTY SUPERIOR COURT
APPLICATION FOR TITLE 11 COURT VISITOR REGISTRY
APPOINTMENT OF A GUARDIAN, CONSERVATOR OR PROTECTIVE ARRANGMENT FOR AN ADULT**

THIS IS PUBLIC INFORMATION

Print Name: _____

This is my application to serve as a Court Visitor under RCW 11.130 in Pierce County, State of Washington as required under RCW Title 11. I hereby certify under the penalty of perjury under the laws of the State of Washington that my application is true and correct.

Signed in: _____ (City), Washington on _____ (Date)

Signature: _____

New Application Renewal Application

Complete all information below. *If this is a renewal application, please check a box if contact information has changed since last year's application.*

Business Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Business Telephone Number: _____ FAX: _____

Bilingual: Yes ___ No ___ If so, in what language(s): _____

WSBA # and Year Admitted to Practice in the State of Washington: _____

If a current or inactive member of another state's bar association, please indicate bar association number and year admitted to practice, and if applicable, year you became inactive: _____

Please indicate the sponsor, location, and dates of the initial two-day mandatory training you completed. **NEW APPLICANTS:** If training is not completed by the application date, include the information of where you are enrolled (only approved training qualifies),

Training Sponsored by: (Name) _____

(Address) _____

(County) _____ (Dates) _____

(Phone) _____

RENEWAL APPLICANT: Yearly One-Day Mandatory Training. Indicate Dates and sponsor of the 2023 Training you attended or enrolled, if not prior to the application date.

_____ DATE

_____ COUNTY/SPONSOR

NOTE: Only this application may be utilized. A checklist is included since late and incomplete applications shall **not** be accepted for any reason. All questions **must** be answered. Answers that only refer to a resume or vitae are **not** acceptable although a resume is required and you may attach supporting materials. Please return completed application, resume, and any materials by **March 24, 2023, 4:00 PM** to:

Pierce County Superior Court Administrator
Room 334, County City Building
930 Tacoma Ave South
Tacoma, WA 98402-2108

THIS PART OF THE APPLICATION IS PUBLIC INFORMATION

A. Level of formal education, indicating university issuing the degrees and years obtained:

B. Please list all trainings you have attended, the sponsor, month/year attended and the materials covered in each training that relate to Title 11 Court Visitor statutory duties. Attach all Certificates of Attendance/Completion.
(Please use addendum to application, page 7, if necessary.)

C. Number of years' experience as a Court Visitor/Guardian ad Litem under RCW 11.130 and/or 11.88.090:

1) List year and all counties (including Pierce County) where you first served on any certified RCW 11.130 and/or 11.88.090 Court Visitor/Guardian ad Litem Registry.

2) List each year and all counties where you have been appointed to serve on a RCW 11.130 and/or 11.88.090 Court Visitor/Guardian ad Litem Registry.

D. Number of appointments you have received as an RCW 11.130 and/or 11.88.090 Court Visitor/Guardian ad Litem and all counties of appointment during the last Registry year, March 2022 to present, if served on any other county Guardian ad Litem/Court Visitor Registry:

Appointments in Pierce County:

Appointments in _____ County:

Appointments in _____ County:

E. Percentage of your total case load that RCW Title 11 Court Visitor/Guardian ad Litem work represents overall:

F. Criminal history, as defined in RCW 9.94A.030: A current (within three months of submission of this application) and completed Washington State Patrol Conviction Criminal History Record must be received by the Court. If not attached, the expected date the Court will have the record: _____

G. Have you been named as a defendant or respondent in any case involving allegations of domestic violence or anti-harassment? Yes _____ No _____.

If yes, state the date, name of the court, court cause number, summary of the allegations, and the disposition of the case.

H. Have you been named as a petitioner or witness in any civil or criminal proceedings involving domestic violence or anti-harassment? Yes _____ No _____.

If yes, state the date, name of the court, court cause number, summary of the allegations, and the disposition of the case.

I. Evidence of your knowledge, training, and experience, in the following areas, pursuant to RCW 11.88.090 (3) (b) (I). You must complete **in full** the information requested below, in the space provided, in addition to attaching the required resume or vitae. However, answers that only refer to a resume or vitae are **not** acceptable.

1) The needs of impaired elderly:

2) Understanding of issues surrounding abuse and neglect of the elderly:

3) The needs of persons with physical disabilities:

4) The needs of persons with mental illness:

5) The needs of persons with developmental disabilities:

6) Other areas relevant to the needs of incapacitated persons and/or adults subject to guardianship, conservatorship, or other protective arrangements under RCW 11.30:

7) Legal procedures and Court Visitor requirements of RCW 11.130:

8) The number of times you have been removed for failure to adequately perform your duties as Court Visitor/Guardian ad Litem or for other cause. For each removal, give a brief explanation with the county, case name and cause number, and attach all relevant documents from the court file along with a copy of the court order of removal. If removal was within the last year, attach all relevant documents from the court file along with a copy of the court order.

I also certify the following:

J. I will successfully complete the Court Visitor training required by the Pierce County Superior Court and under the laws of the State of Washington (only approved training qualifies) and immediately submit my Certificate of Attendance.

AGREE _____ DISAGREE _____

If not listed above in the section listing trainings (section B), I plan to take the

One Day Training ____ Date: _____

Two Day Training ____ Date: _____

K. My normal hourly rate is \$_____. My hourly rate to serve as an 11.130 Court Visitor in guardianships is \$_____.

L. I understand as a Title 11 Court Visitor, I will be appointed to both public and private pay cases. I will accept at least one public pay (County Paid) case. The hourly rate is \$125, and billings to be submitted to Superior Court Administration on a monthly basis.

AGREE _____ DISAGREE _____

M. I am presently not serving, nor have I recently applied to serve, as a Judge or Commissioner pro tempore in Pierce County Superior Court. I understand that I am not permitted to serve in both capacities.

AGREE _____ DISAGREE _____

N. I have no criminal history or license suspension or revocation.

AGREE _____ DISAGREE _____

O. I am not the subject of any pending investigation or action by a government agency, professional organization or one that would result in either a criminal conviction or a license revocation or suspension.

AGREE _____ DISAGREE _____

P. I will not accept any appointment involving a conflict of interest, and in the event I discover a conflict in the course of an appointment/investigation, I will immediately advise the parties, counsel, and court.

AGREE _____ DISAGREE _____

Q. I have read and understand the applicability to me and agree to be bound and governed by the Pierce County Superior Court Administrative Policy #3 for the Title 11 Court Visitor Certified Registry.

AGREE _____ DISAGREE _____

R. I have read, signed, returned, and understand the applicability to me of the Pierce County Superior Court Administrative Policy #4 Title 11 Court Visitor Code of Conduct and agree to be bound and governed by the Code of Conduct.

AGREE _____ DISAGREE _____

S. I have completed in full, signed and attached the confidential supplement to this application.

AGREE _____ DISAGREE _____

Note: If you disagree for **any** answer above (**J-S**), please explain in full on a separate page and attach it to your application materials.

T. Please provide full disclosure of the following:
(If more space is required use the Addendum to Application, page 7)

- 1) Any felony convictions or any convictions involving theft, dishonesty, or moral turpitude.

- 2) Suspension or revocation of professional certification or license.

- 3) Pending investigation of action for either 1 or 2 above.

I certify that I have thoroughly studied the provisions and requirements of RCW Title 11 and believe I am fully qualified to be appointed as Court Visitor for Guardianships in Pierce County, Washington.

Signature

Date of signing

Print Name

Place of signing

Please continue to next page.

Addendum to Application

Section letter and number: _____

Section letter and number: _____

Section letter and number: _____

Section letter and number: _____

Section letter and number: _____

**THIS PORTION OF THE APPLICATION IS CONFIDENTIAL INFORMATION
AND NOT FOR PUBLIC VIEWING**

CONFIDENTIAL SUPPLEMENT

Print Full Name (including middle name): _____

Maiden Name or Other Names Used: _____

Date and State of Birth: _____

WA Driver's License Number: _____

Social Security Number: _____

E-Mail Address: _____

Contact Number for Court Use Only: _____ Fax: _____

List all cases with name and cause number for each Court Visitor appointment that resulted in filing a report.

Please continue to next page

CONFIDENTIAL SUPPLEMENT (Continued)

List all residences, including address, City, State and length of time you resided at that location, since the age of 18 years of age.

Have you ever posted or filed anything to any social media network pages (e.g. facebook), blogs, e-mail or declarations or other material in court or administrative proceedings that would raise a question whether you are a person who respects and complies with the law and who will at all times act in a manner that promotes public confidence in the integrity and impartiality of the judiciary? If yes, please provide details.

Yes _____ No _____

Please list all social media networks you post to and list username:

I certify that I have thoroughly studied the provisions and requirements of Title 11 and believe I am fully qualified to be appointed as Court Visitor for Adult Guardianships in Pierce County, Washington.

Signature

Date of signing

Print Name

Place of signing

Please continue to next page.

Policy 4: Pierce County Superior Court RCW 11.130 Court Visitor Code of Conduct

All Court Visitors shall fully comply with this Code of Conduct and the requirements of Superior Court GALR.

1. The appointed Court Visitor shall decline the appointment if he/she is not qualified, competent, or able to complete the matter in a timely manner.
2. The Court Visitor shall maintain the ethical principles of his/her own profession in addition to compliance with this Code of Conduct.
3. The Court Visitor shall promptly advise the court of any grounds for disqualification or unavailability to serve.
4. The Court Visitor shall avoid self-dealing or association from which the Guardian ad Litem might directly or indirectly benefit, other than from compensation as a Guardian ad Litem.
5. The Court Visitor shall not guarantee or create the impression that any portion of the investigation will remain confidential, and shall inform all witnesses that the information gathered by the Guardian ad Litem must be reported to the court.
6. All records, including contemporaneously maintained time and expense records, and excluding information that is confidential by law or sealed by court and as further defined by Superior Court Policy, of the Court Visitor shall be made available to the parties and their attorneys for review upon request, without formal discovery request(s) being made. Copies of the records may be made by the parties and their attorneys under circumstances that assure that the file remains complete, organized and intact.
7. Once admitted to the **RCW 11.130** Certified Registry, all Court Visitors shall fully comply with all continuing education requirements established under Pierce County Local Rules and GALR.
8. The Court Visitor shall report to D.S.H.S. and the court, any adult abuse as defined in **RCW 74.34.020(2)**.
9. The Court Visitor shall immediately advise the court if the guardianship, conservatorship, or other protective arrangement case qualifies for a Court Visitor at public expense. Before significant work is performed or time elapsed the Court Visitor shall return the case for reassignment.

The undersigned acknowledges receipt of the foregoing, has read the same and GALR, and agrees to be governed by all.

Date

Signature

CHECKLIST: TITLE 11 COURT VISITOR APPLICANTS (NEW)

Please use this checklist to ensure that all of the following documents have been included in your application for submission to the RCW Title 11 Court Visitor Registry.

Note: Late or incomplete applications and attachments (except for the certificate of mandatory training) will NOT be accepted for any reason.

- Application (signed original)
- Code of Conduct (signed original)
- WSP Criminal History Record dated within 3 months of application submission
- Certificate: mandatory training by approved seminar provider
***Note:** This is the only document that will be accepted late. You **MUST** submit within 5 court days of receipt from the seminar provider.*
- Resume

Attention: Applications must be submitted in one complete original packet.