

PIERCE COUNTY SUPERIOR COURT  
YEARLY RENEWAL/UPDATED CONTACT INFORMATION FOR  
TITLE 26 GUARDIAN AD LITEM CERTIFIED REGISTRY

**This Updated Contact Information Sheet is required annually for GALs currently serving on the Pierce County Superior Court RCW Title 26 Certified Registry. Completion of the full Application form is required every three years.**

**THIS IS PUBLIC INFORMATION**

Printed Name: \_\_\_\_\_

This is my current Updated Contact Information to serve as a Guardian ad Litem in Pierce County, State of Washington, as required under RCW Title 26. I hereby certify under the penalty of perjury under the laws of the State of Washington that my renewal application on file is true and correct.

Signed at: \_\_\_\_\_ (City), Washington on \_\_\_\_\_ (date)

Signature: \_\_\_\_\_

Complete all information below and check each box where contact information has changed since last year's application was submitted.

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: \_\_\_\_\_

NOTE: This is Updated Contact Information is required Annually from 26.09 GAL's who are currently active on the Registry.

Please return the completed Updated Contact Information Sheet, Code of Conduct, and Washington State Patrol Request for Conviction Criminal History (WATCH Report) 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 ANNUAL UPDATED CONTACT INFORMATION IS PUBLIC INFORMATION**

**A.** I submitted a renewal application \_\_\_\_\_  
(Completion of the full Application form is required every three years.)

**B.** I completed \_\_\_\_\_ total hours/Credits of training in the past year.

Please list all trainings you have attended, hours/credits, the sponsor, month/year attended and the materials covered in each training that relate to 26.09 Guardian ad litem statutory duties.

Attachments may be made to show this, however you must state the total number of HOURS/CREDITS you received between last application (March 2022) and this application.

**C.** Number of appointments you have received in Pierce County as a 26.09 Guardian ad Litem and all other counties eligible for appointment during the last application/Certified Registry year (March 2022 to present):

**Appointments in Pierce County:** \_\_\_\_\_

**Appointments in \_\_\_\_\_ County:** \_\_\_\_\_

**Appointments in \_\_\_\_\_ County:** \_\_\_\_\_

**D.** Percentage of your total case load that 26.09 Guardian ad Litem work represents overall: \_\_\_\_\_

**E.** 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: \_\_\_\_\_

**Please Continue to Next Page**

**I also certify the following:**

**F.** My normal hourly rate is \$\_\_\_\_\_. My hourly rate to serve as 26.09 Guardian ad Litem by stipulation and agreement is \$\_\_\_\_\_. I understand Pierce County does not allow for an hourly rate greater than \$125 cases.

On rotational draw cases, my hourly rate is \$125.00 per hour. Retainer and any additional fees are **only** allowed by order of the Court which shall be obtained **in advance** of incurring fees, or county pay in State-initiated parentage case.

AGREE \_\_\_\_\_ DISAGREE \_\_\_\_\_

**G.** 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 \_\_\_\_\_

**H.** I have no criminal history or license suspension or revocation.

AGREE \_\_\_\_\_ DISAGREE \_\_\_\_\_

**I.** 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 \_\_\_\_\_

**J.** 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 \_\_\_\_\_

**K.** I have read and understand the applicability to me and agree to be bound and governed by the Pierce County Superior Court Administrative Policy #1 for the Title 26 Guardians ad Litem Certified Registry.

AGREE \_\_\_\_\_ DISAGREE \_\_\_\_\_

**L.** I have read, signed, returned, and understand the applicability to me of the Pierce County Superior Court Administrative Policy #2 Title 26 Guardian ad Litem Code of Conduct and agree to be bound and governed by the Code of Conduct.

AGREE \_\_\_\_\_ DISAGREE \_\_\_\_\_

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

AGREE \_\_\_\_ DISAGREE \_\_\_\_\_

If you disagree for **any** answer above (G-M), please explain in full on the addendum separate page and attach it to your application materials.

**N.** Please provide full disclosure of the following:  
(If you need more space continue on 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.

**O.** I am an attorney, and I am interested in being appointed in parentage cases (to investigate and report on the appropriateness of genetic testing.)

Yes \_\_\_\_ No \_\_\_\_\_

I certify that I have thoroughly studied the provisions and requirements of Title 26 and Superior Court GAL Rules and believe I am fully qualified to be appointed as a 26.09 Guardian ad Litem in Pierce County, Washington. Additionally, I hereby certify under the penalty of perjury under the laws of the State of Washington that my previous renewal application on file is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of signing

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Place of signing

**Addendum (if needed)**

Section letter and number: \_\_\_\_\_

Section letter and number: \_\_\_\_\_

Section letter and number: \_\_\_\_\_

Section letter and number: \_\_\_\_\_

Section letter and number: \_\_\_\_\_

**THIS PORTION IS CONFIDENTIAL INFORMATION  
AND NOT FOR PUBLIC VIEWING**

List the name and cause number for each GAL appointment that has resulted in filing a report.

## **Policy 2: Pierce County Superior Court RCW 26.09.220 and RCW 26.12.175 Guardian Ad Litem Code of Conduct**

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

1. The appointed Guardian ad Litem shall decline the appointment if he/she is not qualified, competent, or able to complete the matter in a timely manner.
2. The Guardian ad Litem shall maintain the ethical principles of his/her own profession in addition to compliance with this Code of Conduct.
3. The Guardian ad Litem shall promptly advise the court of any grounds for disqualification or unavailability to serve.
4. The Guardian ad Litem 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 Guardian ad Litem 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 Guardian ad Litem 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. The Guardian ad Litem shall be available to testify if called by a party. Reasonable notice is required and funds deposited in the registry for preparation and time at trial.
8. Once admitted to the **RCW 26.09** Certified Registry, all Guardians ad Litem shall fully comply with all continuing education requirements established by Pierce County and GALR.
9. The Guardian ad Litem shall report to D.S.H.S. and the court, any child abuse as defined in **RCW 26.44.030, RCW 26.12.175** and **RCW 26.12.177**.
10. The undersigned acknowledges receipt of the foregoing, has read the same and GALR, and agrees to be governed by all.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

[Amended effective June 6, 2016]

## CHECKLIST: RCW TITLE 26 GUARDIAN ad LITEM APPLICANTS

Please use this checklist to ensure that all the following documents have been included in your Updated Contact Information Sheet for submission to the RCW Title 26 Guardian ad Litem Registry.

**Note:** Late or incomplete applications and attachments will NOT be accepted for any reason.

- Updated Contact Information Sheet
- Code of Conduct (signed original)
- WSP Criminal History Record dated within three months of application submission