

PETITION TO TERMINATE/CHANGE NON-PARENT CUSTODY ORDER

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"/> Petition to Terminate or Change Minor Guardianship or Non-Parent Custody Order | GDN M 502 |
| <input type="checkbox"/> Notice of Hearing about Terminating or Changing a Minor Guardianship | GDN M 501 |
| <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 Record (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 https://watch.wsp.wa.gov. | |
| <input type="checkbox"/> Disclosure of Guardian or Conservator | GDN ALL 002 |
| <input type="checkbox"/> Sealed Cover Sheet* | GDN ALL 001 |

**If the Court requires you to provide a Birth Certificate of the minor and/or a Death Certificate of the parent/guardian*

If Requesting an Immediate (Ex Parte) Order**

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

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|--|-------------------|
| <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

- | | |
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| <input type="checkbox"/> Order on Petition to Terminate or Change Minor Guardianship or Non-Parent Custody Order | GDN M 503 |
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****ADDITIONAL INFORMATION LISTED ON BACK****

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 501)**
- Serve all necessary parties**
 - Personally serve copies of the following documents**
 - Summons (GDN M 001)
 - Petition to Terminate or Change Minor Guardianship or Non-Parent Custody Order (GDN M 502)
 - Notice of Hearing about Terminating or Changing a Minor Guardianship (GDN M 501)
 - 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 a reasonable search
 - 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 502) and Notice of Hearing (GDN M 501) 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 request a LINX Account by filling out a [LINX Account Setup Form](#)**