



King County Law Library

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# HOW TO FILE FOR STANDARD GUARDIANSHIP/CONSERVATORSHIP OF AN ADULT

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In King County

**WARNING!**

**The information and instructions in this packet are for informational purposes only and do not constitute legal advice. If you do not understand the information in this packet, or if your specific situation is beyond the scope of this packet, please contact an attorney. This packet is intended for use in King County Superior Court. If you intend to use this packet in another Washington county, check that court's local rules, since there may be additional forms or procedures required that are not discussed in this packet.**

## Overview of Guardianship and Conservatorship

If an adult is not able to manage their health, safety, or finances, a court can appoint a **guardian** to make those decisions for them. A **guardian** is a person appointed by a court to make decisions about an adult's health, safety, and self-care. Whereas a **conservator** is a person appointed by a court to make decisions about an adult's money and property. The same person can be appointed as both guardian and conservator for an adult, if both are necessary.

An adult subject to guardianship or conservatorship may lose important legal rights, including their right to:

- Marry or divorce
- Vote
- Possess a driver's license
- Make or revoke a will
- Buy, sell, own, or lease property
- Consent to (or refuse) medical procedures

Because important rights are at stake, courts grant guardians/conservators only the minimum powers necessary to address the specific needs of the adult in need of help. If a less restrictive option would solve the problems that the adult is facing, then the court will not appoint a guardian or conservator. See **Step 1** of this packet for more information on less restrictive alternatives to guardianship and/or conservatorship.

**Is this an emergency?** Typically, the standard guardianship/conservatorship process takes 60 days to complete. If you cannot wait that long, or only need to appoint a someone for a couple of months, there is a separate process for such emergency circumstances. Please consult with an attorney or contact the King County Law Library for the forms required to file an emergency guardianship/conservatorship petition.

**Guardianship of a minor:** This packet will help you file for guardianship or conservatorship on behalf of an **adult**. If you need to file for guardianship or conservatorship of a **minor** (someone under the age of 18), please see the guide on how to [File a Minor Guardianship Petition](#) from WashingtonLawHelp.org, or visit the King County Law Library.

## Definitions

There are a few important terms that you will need to know when filing for guardianship or conservatorship of an adult:

<b>Guardian</b>	A person appointed by a court to make decisions about an adult’s health, safety, and self-care.
<b>Conservator</b>	A person appointed by a court to make decisions about an adult’s money and property.
<b>Protective Arrangement</b>	A court order appointing a person to help an adult with specific financial, health, safety, or self-care tasks. This is a less restrictive alternative to guardianship or conservatorship.
<b>Petitioner</b>	The person filing the petition for guardianship or conservatorship of an adult. If you fill out the forms and file the petition, then you will be referred to as the “petitioner” in the court documents.
<b>Respondent</b>	The adult for whom appointment of a guardian, conservator, or protective arrangement is needed. If you are seeking guardianship for an adult in need of help, that adult will be referred to as the “respondent” in the court documents.
<b>Court visitor</b>	A person appointed by the court to investigate and make a recommendation about guardianship or conservatorship.

For additional definitions related to adult guardianship and conservatorship, see the Washington laws about adult guardianship and conservatorship: [RCW 11.130.010](#).

## Required Court Forms

The steps in this packet list a number of court forms that you must complete in order to file for guardianship or conservatorship of an adult.

All forms needed for this process are included in this packet. You can download additional copies of any form labeled with “(GDN)” at the bottom left corner from the Washington Court’s website at: <https://www.courts.wa.gov/forms/?fa=forms.static&staticID=14#Guardianship>.

### The forms included in this packet are:

1. **Party Information Form**
2. **King County Superior Court Case Assignment Area Designation and Case Information Cover Sheet**
3. **Declaration of Completion of Guardian/Conservator Training**
4. **Notice of Petition for Guardianship, Conservatorship, or Other Protective Arrangement (GDN C 101)**
5. **Petition for Guardianship, Conservatorship, and/or a Protective Arrangement (GDN C 102)**
6. **Disclosure of Guardian or Conservator (GDN ALL 002)**
7. **Sealed Cover Sheet – Guardianship / Conservatorship Document (GDN ALL 001)**
8. **Order Appointing Court Visitor (GDN C 103)**
9. **Notice of Hearing (GDN ALL 005)**
10. **Proof of Personal Service (GDN ALL 007)**
11. **Order Appointing Full or Limited Guardian/Conservator (GDN C 104)**
12. **Acceptance of Appointment (GDN ALL 003)**
13. **Notice (Notification) of Rights (GDN C 105)**
14. **Guardian/Conservator’s Plan and Motion to Approve (GDN R 202)**
15. **Conservator’s Inventory (GDN R 201)**
16. **Order Approving Guardian/Conservator’s Plan (GDN R 203)**
17. **Notice of Right to Object to Guardian/Conservator’s Plan (GDN R 200)**
18. **Guardian/Conservator’s Report (GDN R 204)**
19. **Order Approving Guardian/Conservator’s Report (GDN R 206)**

**Note:** Depending on your situation, you may not need to use all of the forms listed above. Please read all instructions carefully to determine what forms you will need.