

DOCUMENT CHART: MINOR GUARDIANSHIP – CUSTODY
Use this track if you need if you need permanent custody orders

*Serve this form on any child involved over the age of 12 AND any involved party

BEGINNING DOCUMENTS			
Document or Form Name	Form Number	Agreed Actions	Contested Actions
Case Information Cover Sheet	Cover Sheet	X	X
Confidential Information Form	GDN M 410	X	X
Summons	GDN M 001		X*
Minor Guardianship Petition	GDN M 102	X*	X*
Notice of Hearing about Minor Guardianship (set hearing 3 weeks out for a Thursday @ 1:30 pm Minor Guardianship Calendar)	GDN M 101	X*	X*
Motion/Order Directing DCYF to Release CPS Info	GDN M 404 & GDN M 405	X*	X*
Conduct a background check through the Washington State Patrol for each adult member of proposed guardian(s) household: 1. On-line: https://www.wsp.wa.gov/crime/criminal-history/ (Request records on-line and print results or print screen that says nothing found)		X	X
Declaration Explaining the Reasons for Minor Guardianship	GDN M 103		X*
Parent’s Consent to Minor Guardianship	GDN M 304	X	
The above documents will need to be filed in an Ex Parte court session. Some of the documents filed will need to be served on the other involved parties.			
Declaration of Service	WPF GDN 04.0850	X	X
RESPONSE FORMS			
Objection to Minor Guardianship	GDN M 301		X
Parent’s Consent to Minor Guardianship	GDN M 304	X	

OPTIONAL DOCUMENTS THAT MAY BE REQUIRED

Document or Form Name	Form Number	Agreed Actions	Contested Actions
ICWA Notice	GDN M 401	X	X
Order Appointing GAL or Court Visitor	GDN M 409	X	X
Motion/Order to Withhold Documents from the Minor	GDN M 106 & GDN M 107	X	X
Motion/Order to Appoint a Lawyer	GDN M 021 & GDN M 022	X	X
Residential Schedule	GDN M 104	X	X
Child Support Worksheets <i>(or see Facilitator or use on-line calculator)</i>	WSCSS Schedule and WSCSS Worksheets	X	X
Declaration	FL ALL Family 135	X	X

COMPLETE GUARDIAN TRAINING BEFORE FINAL ORDERS CAN BE ENTERED

GUARDIAN TRAINING CAN BE FOUND ONLINE:

[HTTP://WWW.COURTS.WA.GOV/GUARDIANPORTAL/INDEX.CFM?FA=GUARDIANPORTAL.TITLE11MINOR](http://www.courts.wa.gov/guardianportal/index.cfm?fa=guardianportal.title11minor)

FINAL DOCUMENTS

Document or Form Name	Form Number	Agreed Actions	Contested Actions
Minor Guardianship Findings and Order	GDN M 105	X	X
Disclosure of Bankruptcy or Criminal History	GDN ALL 002	X	X
Acceptance of Appointment	GDN ALL 003	X	X
Letters of Guardianship / Conservatorship <i>(if there is more than one child involved you will need letters for each individual child)</i>	GDN ALL 004	X	X
Residential Schedule (optional)	GDN M 104	X	X
Child Support Order and Worksheets (optional)	FL ALL Family 130	X	X

To obtain forms on-line: www.courts.wa.gov/forms/ or www.washingtonlawhelp.org

Kitsap County Local Forms can be found on-line at: www.kitsapgov.com/sc/forms.htm

On-line child support calculator: <https://fortress.wa.gov/dshs/dcs/SSGen/Home>