

COWLITZ COUNTY CLERK'S OFFICE
MINOR GUARDIANSHIP PETITION
REVISED UNIFORM GUARDIANSHIP ACT 2021
Procedural Checklist

Prepared by the Cowlitz County Clerk's Office

This checklist is *not* a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer low-cost consultations. Only an attorney can give legal advice.

You may purchase forms for this action from the Office of the Cowlitz County Clerk or you can download them from the Washington Court's website at www.courts.wa.gov/forms. Our fees must be paid by cash, money order or cashier's check. We do not accept personal checks.

Fill out the following forms to start the case and file with the Clerk's Office:

Form Number	Form Name	Last Revised
PRO Case Cover Sheet	Case Information Cover Sheet	1/2023
GDN M 410	Confidential Information Sheet	6/2022
GDN M 102	Minor Guardianship Petition	1/2024
GDN M 001	Summons	7/2021
GDN ALL 002	Disclosure of Guardian or Conservator	7/2021
GDN ALL 103	Declaration Explaining the Reasons for Minor Guardianship	7/2021
GDN M 407	Criminal History Cover Sheet For a criminal history report, visit Washington Access to Criminal History – https://watch.wsp.wa.gov/	7/2021
GDN M 101	Notice of Hearing about a Minor Guardianship Petition	7/2021
GDN M 104	Residential Schedule (Proposed) Fill out if biological parents are requesting visitation	7/2022
GDN M 404	Motion for DCYF Order	6/2022
GDN M 405	Order to DCYF to Release CPS Information	6/2022

If applicable:

Form Number	Form Name	Last Revised
GDN M 106	Motion to Withhold Certain Documents from the Minor	1/2022
GDN M 107	Order on Motion to Withhold	1/2022
GDN M 401	Indian Child Welfare Act Notice	6/2022
GDN M 403	Proof of Mailing – Indian Child Welfare Act	1/2021

FILING FEE: Will be waived upon filing **IF** the proposed guardian is a relative of the minor. RCW 11.130.010(32) defines a relative as any person related by blood or by law to the person subject to guardianship.

IMPORTANT NOTICE: You must arrange to have copies of all documents served on all parties outlined on page 4 of the Notice of Hearing and file the following:

Form Number	Form Name	Last Revised
GDN ALL 007	Proof of Personal Service	7/2022

The below form should be filled out if one or both biological parent(s) are consenting to the Minor Guardianship:

Form Number	Form Name	Last Revised
GDN M 304	Parent's Consent to Minor Guardianship	1/2021

You will need to provide an original set of these pleadings for your hearing (at least two weeks prior) for the court to sign as your final orders and for the Clerk to issue Letters of Guardianship:

Form Number	Form Name	Last Revised
GDN M 105	Minor Guardianship Findings and Order	1/2024
GDN M 104	Residential Schedule	7/2022
GDN ALL 003	Acceptance of Appointment	1/2021
GDN ALL 004	Letters of Guardianship/Conservatorship	1/2021

If applicable:

Form Number	Form Name	Last Revised
WSCSS – Worksheets	Washington State Child Support Schedule Worksheets	1/2019
FL All Family 130	Child Support Order	7/2022

Additional information can be found at: www.WashingtonLawHelp.org.

Documents to be filed with: **COWLITZ COUNTY CLERK’S OFFICE**
312 SW FIRST AVE, ROOM 233
KELSO, WA 98626