

DOCUMENT CHART: MINOR GUARDIANSHIP – CUSTODY

Use this if you need permanent custody orders

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
Sealed Cover Sheet / Copy of Child’s Birth Certificate	GDN All 001	X	X
Summons	GDN M 001		X**
Minor Guardianship Petition	GDN M 102 permanent order until the child is 18 GDN M 202 - 60 day order	X**	X**
Declaration Explaining the Reasons for Minor Guardianship	GDN M 103		X**
Disclosure of Bankruptcy or Criminal History	GDN ALL 002	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/ <i>(Request records on-line and print results or print screen that says nothing found)</i>		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**
Parent’s Consent to Minor Guardianship	GDN M 304	X	
Proof of Personal Service	GDN ALL 007	X	X
RESPONSE FORMS			
Objection to Minor Guardianship	GDN M 301		X
Parent’s Consent to Minor Guardianship	GDN M 304	X	

****All involved parties need to be served, including children over the age of 12.**

_____ **Mother** _____ **Father** _____ **Child** _____ **Involved party** _____ **Involved Party**

*****For emergency orders – see separate chart**

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 (or see Facilitator or use on-line calculator)	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.TITLE11 MINOR](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
Acceptance of Appointment	GDN ALL 003	X	X
Letters of Guardianship / Conservatorship (if there is more than one child involved you will need letters for each individual child)	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
Request from Superior Court JIS Background check on anyone over the age of 18 in the proposed guardian's home.	https://www.cognitoforms.com/KitsapCounty1/JISSEAR CHREQUEST	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>