

**APPLICATION / REAPPLICATION FOR GUARDIAN AD LITEM /  
COURT VISITOR REGISTRY**  
**Family Law - Title 26 / Minor Guardianship - Title 11.130**

Name: Annalee Foster  
Business Name or Firm: \_\_\_\_\_  
Business Address: 21678 Jefferson Beach Road NE  
City and State: Kingston, WA Zip Code: 98346  
Business Phone: ( 360 ) 900-3737 Fax: (        ) \_\_\_\_\_  
Email Address: annalee.foster@gmail.com

☐ Non-Attorney ☒ Attorney - WSBA or Washington State Certification No: 50351

☐ I am hereby applying to serve as a:

- ☒ Guardian ad Litem (Title 26) Attending recertification training in May 2025  
☒ Guardian ad Litem - Minor Guardianships (RCW 11.130.280)  
☒ Court Visitor - Minor Guardianships (RCW 11.130.280)  
☒ Attorney for ☒ RCW 11.130 Minor(s) ☒ RCW 11.130 Parent(s)

☒ I am willing to serve at public expense.

☒ I have no pending investigations or action against me involving felony allegations, professional certification or license suspension and/or revocation.

☒ I agree to advise the court immediately in the event of any complaint, investigation or action being commenced which could lead to professional discipline, or the suspension or revocation of my professional license, or to the filing of criminal charges for felony or crime involving allegations of theft, dishonesty or moral turpitude.

☒ I have read and agree to be bound by the Kitsap County Superior Court Guardian ad Litem Registry Code of Conduct.

Summary of my experiences as a Guardian ad Litem/Court Visitor, including years of experience and number of appointments.

Colorado Child and Family Investigator 2017- 2018 - 4 appointments

Guardian ad Litem Washington State 2018 - 2020- 12 appointments, includes Guardianship cases

Public Defender and Parents' Attorney under RCW 13.34 2020 - 2022

Number of times serving as a Guardian ad Litem/Court Visitor that I have been removed for failure to perform my duties as a Guardian ad Litem/Court Visitor: None

☒ I have completed the 2-day model training program required by RCW 11.130.155 (or prior 2-day training under RCW 11.88) and have provided proof of the same with this application. ☐ Yes ☐ No

Completed the UGA training for Title 11.130 on 4/24/2025.  
Scheduled to attend the 2-day training RCW 11.88 May 15-16

TITLE 26, 11.130 MINOR GUARDIANSHIP / GAL/CV REGISTRY APPLICATION . . . 1

[https://kitsap-my.sharepoint.com/personal/fmaiooco\\_kitsap\\_gov/Documents/GAL Programs/Title 26 Applications/GAL-26 11.130 MG Registry Application 05 12](https://kitsap-my.sharepoint.com/personal/fmaiooco_kitsap_gov/Documents/GAL%20Programs/Title%2026%20Applications/GAL-26%2011.130%20MG%20Registry%20Application%2005%2022.doc)  
22.doc

- ☒ I have NOT completed the model training program but will do so once the training becomes available. ☐ Yes ☐ No

Summary of my knowledge, training and experience in each of the following areas: Needs of impaired elderly people, physical disabilities, mental disabilities, developmental disabilities, substance use disorder; and other areas relevant to the needs of persons subject to guardianship or conservatorship, legal procedure, and the requirements of RCW 11.130.

The bulk of my experience is representing parents in child welfare cases. Commonly, parents were struggling with addiction issues. I've worked with kids and parents on cases related to non-parental guardianship, prior to the UGA. I've also been a GAL under Title 28, and would like to renew my certificate.

I have an MS in Human and Family Development (2017, ASU); attended Title 26 training in Thurston County March 2018; Colorado Child & Family Investigator Training Colorado (2016), CASA training in Colorado (2007); active as a CASA until 2010. I was added to the list of Title 26 GALs in Kitsap County in 2018. I moved to Skagit County in 2020 to become a public defender.

I intend to pursue training in all guardianship areas listed above.

I include the following with my application (please check all applicable boxes):

- ☒ Curriculum vitae, showing work and professional or personal experience in or related to the field that would assist in the performance and completion of Guardian ad Litem/Court Visitor duties.
- ☒ Completed Washington State Patrol Conviction Criminal History.
- ☒ Signed release of information directed to all professional regulatory bodies which have licensed or supervised the applicant within the last ten years.
- ☐ Description of nature, status and outcome of any professional complaints, investigations or disciplinary actions, lawsuits or professional liability claims, and any order for removal of the Guardian ad Litem or Court Visitor prior to completion of the Guardian ad Litem/Court Visitor duties.  
N/A
- ☐ Description of any claims or litigation that has been commenced, involving allegations of improper fee charges, charges of fraud, theft or other forms of dishonesty or professional malpractice or misconduct.  
N/A
- ☐ Copy of fee schedule. [See KCLGALR 5(f)(3) re: private pay limits].
- ☒ Certificate of Qualification/Training for Guardian ad Litem/Court Visitor seeking appointment under RCW 11.130;

OR

- ☐ I am currently on the Guardian ad Litem/Court Visitor Registry and have included a certificate of updated training taken within the last year.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

DATED this 9 day of May, 2025, at Kingston, Washington.

*Annalee Foster*

SIGNATURE OF APPLICANT

PRINT NAME: Annalee Foster

Please mail, deliver or email the completed application, with all attachments, to:

**ATTN: Court Administrator  
Kitsap County Superior Court  
614 Division Street, MS-24  
Port Orchard, WA 98366  
fmaiocco@co.kitsap.wa.us**



**Annalee Foster**  
annalee.foster@gmail.com • (970) 481-3798  
Kingston, WA 98257

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## PROFESSIONAL SUMMARY

Detail-oriented and compassionate legal professional with [X]+ years of experience in legal research, writing, and courtroom advocacy. Adept at handling sensitive matters in family and civil law, with experience serving as a Guardian ad Litem and Court Visitor. Strong background in legal analysis, statutory interpretation, and case management. Proven ability to communicate complex legal concepts clearly and effectively to clients, courts, and colleagues.

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## CORE COMPETENCIES

- Legal research and analysis (LexisNexis). Statutory & case law interpretation.
- Legal writing and drafting.
- Court rules and procedures.
- Guardian ad Litem advocacy.
- Client interviews and communication.
- Analyze and understand complex topics, then write clear and concise explanations of concepts, references, and implementations for the material.
- Licensed to practice in Washington State and member of WSBA.

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## LEGAL EXPERIENCE

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### **Attorney / Child and Family Investigator**

*Annalee J. Foster, Esq. – Denver, CO*  
2016 - 2018

### **Attorney / Guardian ad Litem**

*Annalee J. Foster, Esq. – Bainbridge Island, WA*  
2018 - 2020

- Appointed by the court to assess the well-being of children in guardianship or custody cases.
- Interviewed parties, conducted home visits, and prepared investigative reports for court review.
- Provided clear, concise recommendations to judges regarding legal guardianship, care plans, and parenting plans.
- Advocated for best interests of the child in all cases.

### **Public Defender / Parent Attorney**

*Skagit County Public Defender – Mt. Vernon, WA*  
February 2020 – February 2021

### **Parent Attorney**

*Annalee J. Foster, Esq., La Conner, WA*  
February 2021 – April 2023

- Represent clients in dependency proceedings, writing and filing motions, pleadings, and legal memoranda.
- Conduct in-depth legal research on state and federal statutes, case law, and regulatory guidance.
- Attend hearings, present findings to the court, and advocate for the best interests of clients.
- Interact with social workers, law enforcement, and court personnel to support case development.
- Interview parties and witnesses; engaged specialists for testimony.
- Reviewed court filings and prepared case summaries.
- Observed court proceedings and gained experience with trial preparation and litigation strategy.

## TECHNICAL WRITING EXPERIENCE

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### Senior Technical Writer

*Adaptive Protocols, Inc. (Adaptiva)*

August 2023 to April 2025

### Senior Technical Writer, Contract

*Microsoft Xbox Hardware Engineering through*

*RLA Engineering, LLC*

March 2022 – August 2022

### Technical Writer, Web Content Manager, Project Manager

*Hewlett Packard Enterprise, Fort Collins, CO and Remote*

February 2002 – February 2010

### Senior Technical Writer

*Ossia, Inc.*

August 2022 to August 2023

### Lead Technical Writer, Editor

*Aquent Studios, Remote*

May 2011 – October 2019

- Led end-to-end technical documentation efforts for IT and developer audiences, integrating documentation with product development cycles.
- Researched and implemented content management systems (CCMS) and topic-based authoring strategies to streamline content creation and reuse.
- Developed quick start guides, user manuals, API/CLI documentation, and sustainability reports, aligning with stakeholder timelines and engineering goals.
- Managed multiple documentation projects, facilitating cross-functional collaboration, SME engagement, and on-time delivery within budget.
- Created documentation standards, visual aids, and training resources; trained staff in DITA systems and maintained developer portal content.
- Translated complex technical concepts into clear, accessible content for both technical and non-technical users across platforms.
- Tracked product updates and features through Jira and GitDocs.

## TECHNICAL SKILLS & APPLICATIONS

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**Languages & Platforms:** HTML, XML, DITA, XHTML, CLI, Linux, UNIX (HP-UX), API; proficient in JIRA and Confluence.

**Tools:** Microsoft Office Suite (Word, Excel, PowerPoint), SharePoint, Teams; Adobe FrameMaker and Acrobat, LexisNexis.

**CCMS/CMS:** Arbortext, Paligo, AuthorIt, Concentra.

## EDUCATION

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### Juris Doctor

Washburn University School of Law ▪ Topeka, Kansas

### Master of Science in Family and Human Development

Arizona State University ▪ Tempe, Arizona

### Bachelor of Arts in Literature and Journalism

University of California ▪ Santa Cruz, California

## RELEASE OF INFORMATION

- TO: ☒ Washington State Bar Association  
☐ Washington State Medical Association  
☐ Washington State Nursing Commission  
☐ Washington State Board of Psychology  
☒ Washington State Department of Licensing

I, AnnaLee J Foster  
(Professional License No. 53051) hereby authorize you, for  
the purpose of my application and/or work as a Kitsap County Guardian ad  
Litem, to release information to and discuss such information with:

Frank A. Maiocco, Jr.  
Court Administrator  
Kitsap County Superior Court  
614 Division Street, MS-24  
Port Orchard, WA 98366  
(360) 337-7140

This RELEASE OF INFORMATION includes, but is not  
limited to, all records and information concerning any official disciplinary  
action or a pending active investigation you have with regard to me.

AnnaLee J Foster  
Signature

5/9/2025  
Date

AnnaLee Foster  
Printed Name

21678 Jefferson Beach Rd NE  
Street Address

Kingston, WA 98346  
City/State/Zip



**Annalee J. Foster**

**Attorney at Law**

**Sliding Fee Schedule**

[annalee.foster@gmail.com](mailto:annalee.foster@gmail.com)

360-900-3737

The following chart provides an example of a qualified hourly rate for legal services on a sliding scale. We also consider your monthly expenses and child support payments, so your rate might vary. Contact us for an official quote for services.

Persons in family/household	Income
1	\$15,650
2	21,150
3	26,650
4	32,150
5	37,650
6	43,150
7	48,650
8	54,150
Hourly Rate	\$60.00
Retainer <sup>1</sup>	\$1300.00

<sup>1</sup>Order of Appointment must authorize an amount double the initial flat rate without further order of the Court.

<sup>2</sup>Based on the U.S. Department of Health and Human Services Poverty Guidelines for 2025 (see <https://aspe.hhs.gov/poverty-guidelines>).



# CERTIFICATE OF ATTENDANCE



This certifies that

**ANNALEE FOSTER**

attended the 2025 Washington Training for Court Visitors and Guardians ad Litem: The  
Uniform Guardianship Act as it Relates to Minors Online via Zoom on  
April 23 and 24, 2025.

*Joanne E. Sprague*

Joanne E. Sprague  
Executive Director  
Kitsap Legal Services

*Allison Lee Muller*

Allison Lee Muller, JD  
Administrative Office  
of the Courts



Certificate of Completion  
**KING COUNTY BAR**  
ASSOCIATION

**Annalee Foster**

2025 King County  
RCW 11.130 Adult Court Visitor Training

Two Day Initial Certification—  
May 15 & May 16, 2025

6.25 Law & Legal CLE Credits, May 15, 2025  
Approval #2053816

5.00 Law & Legal CLE Credits, 1.0 Ethics Credit, May 16, 2025  
Approval #2053823



Bridget Schuster, Member Services Director  
King County Bar Association



# CERTIFICATE OF ATTENDANCE

THIS CERTIFIES THAT

**ANNALEE FOSTER**

attended the 2025 Title 26 Guardian ad Litem Recertification Training Online via Zoom  
on May 22, 2025.

*Joanne E. Sprague*

Joanne E. Sprague  
Executive Director Emeritus  
Kitsap Legal Aid Services

*Jennifer Forbes*

Hon. Jennifer Forbes  
Presiding Judge  
Kitsap County Superior Court

THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
FOR KITSAP COUNTY

614 DIVISION STREET, MS-24  
PORT ORCHARD, WASHINGTON 98366  
(360) 337-7140

TINA ROBINSON, JUDGE  
DEPARTMENT NO. 1  
MICHELLE ADAMS, JUDGE  
DEPARTMENT NO. 2  
MELISSA A. HEMSTREET, JUDGE  
DEPARTMENT NO. 3  
WILLIAM C. HOUSER, JUDGE  
DEPARTMENT NO. 4  
JEFFREY P. BASSETT, JUDGE  
DEPARTMENT NO. 5  
KEVIN D. HULL, JUDGE  
DEPARTMENT NO. 6

JENNIFER A. FORBES, JUDGE  
DEPARTMENT NO. 7  
CADINE FERGUSON-BROWN, JUDGE  
DEPARTMENT NO. 8  
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MATTHEW L. CLUCAS  
COURT COMMISSIONER  
LYNN K. FLEISCHBEIN  
COURT COMMISSIONER  
FRANK A. MAIOCCO, JR.  
COURT ADMINISTRATOR

June 20, 2025

Ms. Annalee Foster  
21678 Jefferson Beach Road NE  
Kingston, WA 98346

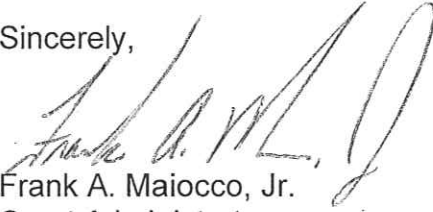
Re: Kitsap County Superior Court Title 26 Guardian ad Litem Registry, 2025-2026

Dear Ms. Foster:

The Kitsap County Superior Court Guardian ad Litem Committee has received and reviewed your application for the Title 26 Guardian ad Litem registry. We are pleased to include you on the 2025 - 2026 Registry, effective July 1, 2025.

Thank you for your interest and participation in Kitsap County's Guardian ad Litem program.

Sincerely,

  
Frank A. Maiocco, Jr.  
Court Administrator  
Kitsap County Superior Court