

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

Name: Cassandra King

Business Name or Firm: _____

Business Address: 4307 Wilson Creek Rd SE

City and State: Port Orchard, WA Zip Code: 98366

Business Phone: (360) 917-5752 Fax: () _____

Email Address: cassandraking.gal@gmail.com

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

☒ I am hereby applying to serve as a:

- ☒ Guardian ad Litem (Title 26)
- ☐ 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.

I have not yet received my first appointment as a Guardian ad Litem.

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: 0

☐ 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

- ☒ 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.

Since I am applying as a Title 26 Guardian ad Litem, this section does not apply.

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.
- ☐ 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.
- ☒ 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 1st day of June, 2026, at Port Orchard, Washington.

Cassandra King
SIGNATURE OF APPLICANT

PRINT NAME: Cassandra King

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

CASSANDRA KING

Cassandraking.gal@gmail.com

(360) 917-5752

PROFESSIONAL SUMMARY

Throughout my career, I have worked closely with families navigating parenting disputes, domestic violence concerns, child custody matters, adoption proceedings, guardianships, and other sensitive family-related legal issues.

My professional background extends beyond the legal field. Beginning at age sixteen, I worked in childcare, supporting the growth and development of children in a daycare setting. I later became a Certified Nursing Assistant providing end-of-life care to elderly residents and subsequently provided in-home support services to children and adults with developmental disabilities. These experiences have provided a broad understanding of human development, family systems, caregiving, trauma, vulnerability, and the unique needs of individuals across all walks of life.

Combined with my legal, mediation, and advocacy experience, these diverse service-oriented roles have strengthened my ability to communicate effectively, remain objective, build rapport with individuals from varied backgrounds, and approach complex family situations with compassion and professionalism.

RELEVANT QUALIFICATIONS

- ❖ Thirteen years of family law experience involving parenting plans, custody disputes, relocation matters, domestic violence, contempt actions, and modifications.
- ❖ Extensive experience reviewing records, gathering information, interviewing clients, and preparing detailed written reports and legal documents.
- ❖ Experience supporting families involved in high-conflict litigation and emotionally complex family dynamics.
- ❖ Bachelor of Arts in Human Services with academic focus on human behavior, family systems, social services, and community resources.
- ❖ Training in mediation, domestic violence advocacy, motivational interviewing, and de-escalation techniques.
- ❖ Strong understanding of child development, family systems, community resources, and trauma-informed communication.
- ❖ Completion of Washington State Guardian ad Litem Training anticipated June 13, 2026.

PROFESSIONAL EXPERIENCE

Envision Family Law

Paralegal – Family Law

August 2025 – Present

Support family law case files involving parenting plans, child custody, relocation, domestic violence, and other family law matters. Draft pleadings, declarations, parenting plans, settlement agreements, and related legal documents. Coordinate client communications and assist families through challenging legal proceedings.

Elise Buie Family Law Group

Paralegal – Family Law, Estate Planning, Probate

February 2022 – August 2025

Managed complex family law case files and client communications. Drafted pleadings, declarations, parenting plans, and settlement documents. Assisted with mediation preparation and case resolution.

Lutz & Associates, P.S.

Senior Paralegal / Human Resources Assistant / Office Manager

December 2020 – August 2021

Managed family law case administration and office operations. Developed procedures and assisted with staff training.

Dispute Resolution Center of Kitsap County

Intake Coordinator and Mediation Intern

January 2019 – February 2020

Conducted intake interviews, conflict assessments, and assisted with mediation services and case coordination.

Browning Law Office

Legal Assistant / Office Manager

November 2013 – April 2021

Supported family law litigation and case management. Drafted pleadings, correspondence, and trial materials. Managed client communications and office operations.

Lindsay & Lindsay Law Office

Legal Assistant – Family Law, Estate Planning, Probate, and Adoption

June 2015 – July 2018

Managed case files, drafted legal documents, and coordinated scheduling and administrative case support.

ADDITIONAL HUMAN SERVICES EXPERIENCE

Prior to entering the legal profession, I gained experience working with children, elderly individuals, and persons with developmental disabilities. This experience included childcare services in a licensed daycare setting, end-of-life care as a Certified Nursing Assistant, and in-home support services for children and adults with developmental disabilities. These roles provided valuable experience in communication, observation, advocacy, caregiving, and understanding the diverse needs of vulnerable populations.

RELEVANT EDUCATION

- ❖ Washington State Guardian ad Litem Training, 2026
- ❖ Family Law Hot Topics CLE, 2022
- ❖ Western Washington University, Human Services (BA), 2018-2020
- ❖ Right Response De-escalation Training, 2019
- ❖ 40-Hour Mediation Training, 2019
- ❖ Motivational Interviewing Training, 2019
- ❖ Conscious Conversations Seminar, 2019
- ❖ YWCA Domestic Violence Advocacy Training, 2019
- ❖ Olympic College, Human Services (AA), 2016-2018

Cassandra King
Cassandraking.gal@gmail.com
(360) 917-5752

TITLE 26 GUARDIAN AD LITEM FEE SCHEDULE

ADVANCEMENT OF FEES (RETAINER)

An initial advancement of fees in the amount of \$2,500.00 is required before work will commence. The advancement of fees represents approximately twenty (20) hours of Guardian ad Litem services.

The parties shall be responsible for payment in accordance with the allocation ordered by the Court or as otherwise agreed in writing.

Time worked will be billed against the advancement of fees. Periodic statements identifying services performed, time expended, and costs incurred will be provided to the parties.

When the advancement of fees has been substantially depleted, the parties shall replenish the retainer as requested. Work may be suspended if additional funds are not timely received, subject to any applicable court order.

HOURLY RATES

Guardian ad Litem Services: \$125.00 per hour

Trial Preparation and Testimony: \$150.00 per hour

All time shall be billed in increments of one-tenth (0.1) of an hour.

TRIAL RETAINER

A trial retainer of \$2,500.00 shall be paid no later than thirty (30) days prior to the scheduled trial date.

The trial retainer will be applied toward trial preparation, attendance at trial, testimony, and related services. If additional time is required, the parties shall remain responsible for all additional fees incurred.

COSTS AND EXPENSES

Reasonable costs incurred during the investigation shall be billed in addition to hourly fees and may be deducted from the advancement of fees. Such costs may include, but are not limited to:

- Background checks
- Records requests
- Drug and alcohol testing

- Other evaluations or testing
- Postage and mailing expenses
- Copying costs
- Long-distance communication charges
- Other reasonable expenses necessary to complete the investigation

If a professional, including but not limited to a physician, therapist, evaluator, counselor, or other service provider charges a fee for consultation, records review, interviews, or communications with the Guardian ad Litem, the parties shall be responsible for such charges.

GAL FILE AND RECORD COPYING

Routine copying costs are included within the Guardian ad Litem's standard administrative expenses and will be deducted from advanced fees.

For unusually large records requests or file-copy requests exceeding fifty (50) pages, payment of estimated copying costs may be required in advance.

TRAVEL EXPENSES

Travel time shall be billed at the applicable hourly rate.

Mileage shall be reimbursed at the current Internal Revenue Service (IRS) standard mileage rate.

For travel requiring significant distance, overnight accommodations, air travel, rental vehicles, parking, ferry fees, tolls, meals, or other reasonable travel-related expenses, the parties shall advance such costs before travel arrangements are made.

If travel exceeds 300 miles roundtrip or requires overnight accommodations, the Guardian ad Litem may require a separate travel retainer before scheduling the trip.

NON-PAYMENT

Failure to timely pay fees, costs, or replenishment requests may result in suspension of services, withdrawal from the appointment when permitted by law and court order, or such other action as may be necessary to protect the Guardian ad Litem's ability to perform the appointment.

DISPUTE RESOLUTION CENTER OF KITSAP COUNTY

TAKES GREAT PLEASURE IN RECOGNIZING

Cassandra King

*Who has successfully completed a 40-hour training course in the theory and practice of
Professional Mediation.*

Issued this the 12th day of October, 2019

Facilitators

Chuck Branham
Boni Cherelle Houston
Marcus Lang
Mark Measer
Sandy Byrne

Sophie Morse
Steve Olsen
Sue Ann Miglino
Eve Palay
Bobbie Sue Wooden


Mary J. Hancock
Executive Director


Sophie Morse
Training Coordinator

MEMBER, WASHINGTON MEDIATION ASSOCIATION, NATIONAL ASSOCIATION FOR COMMUNITY MEDIATION,
AND ASSOCIATION OF WASHINGTON DISPUTE RESOLUTION CENTERS. A UNITED WAY PARTNER AGENCY.



Certificate of Attendance



_____ This certifies that _____

CASSANDRA KING

attended the Washington State Title 26
Guardian ad Litem Certification Training held
via Zoom on June 5, 6, 12 and 13, 2026.

A handwritten signature in black ink, appearing to read "MBR", written over a horizontal line.

Mindy Belhiba-Rovira
Executive Director
Kitsap Legal Aid Services

A handwritten signature in black ink, appearing to read "Kelly Warner-King", written over a horizontal line.

Kelly Warner-King, JD
Administrative Office
of the Courts

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

June 29, 2026

JENNIFER A. FORBES, JUDGE
DEPARTMENT NO. 7
CADINE FERGUSON-BROWN, JUDGE
DEPARTMENT NO. 8

MATTHEW L. CLUCAS
COURT COMMISSIONER

LYNN K. FLEISCHBEIN
COURT COMMISSIONER

FRANK A. MAIOCCO, JR.
COURT ADMINISTRATOR

Ms. Cassandra King
4307 Wilson Creek Rd SE
Port Orchard, WA 98366

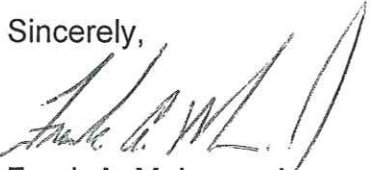
Re: Kitsap County Superior Court Title 26 Guardian ad Litem Registry, 2026-2027

Dear Ms. Henderson:

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 2026 - 2027 Registry, effective July 1, 2026.

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