

DOCUMENT CHART: EMERGENCY MINOR GUARDIANSHIP – CUSTODY
Use this track if you need an Immediate Minor Guardianship Custody Order

*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* |
| Emergency Minor Guardianship Petition | GDN M 202 | X* | X* |
| Notice of Hearing about Emergency Guardianship (set hearing 2-3 weeks out for a Thursday @ 1:30 pm Minor Guardianship Calendar) | GDN M 201 | 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 | |
| Motion for Immediate Order | GDN M 204 | X | X* |
| Immediate Order & Hearing Notice (set hearing within 5 days for a Friday @ Thursday @ 1:30 pm Minor Guardianship Calendar) | GDN M 205 | X | X* |
| The above documents will need to be filed in an Ex Parte court session. If the court issues you immediate orders you must serve the involved parties within 48 hours of that order being entered. | | | |
| Declaration of Service | WPF GDN 04.0850 | | 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 |

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 |
|---|-------------|----------------|-------------------|
| Order on Emergency Guardianship Petition | GDN M 203 | 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 (if there is more than one child involved you will need letters for each individual child) | GDN ALL 004 | 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