

INSTRUCTIONS FOR CLOSING A GUARDIANSHIP

1. The Guardian, within 30 days of the event, must file either:

- Notice of Death of Incapacitated Person
- Notice of Change in Circumstances

2. Within 90 days of the event, the Guardian must file a final report and accounting and schedule a court hearing:

Complete the following forms:

- Note for Motion Docket (*Pick a Friday at 1:30 two weeks out, but first make sure the assigned judge is available by looking at Judicial Unavailability on the Whatcom County web page under Superior Court. A copy of the Note for Motion Docket must be mailed to all interested persons*).
- Petition for Order Approving Guardian's Activities and Final Report
- Order Approving Guardian's Final Report
- Petition for Order Closing Guardianship and Discharging Guardian
- Order Closing Guardianship and Discharging Guardian

3. Take the originals to the Clerk's Office on the 3rd floor of the County Courthouse (8:30 – 4:30) to be filed.

- Original documents must always be filed, EXCEPT "proposed" Orders filed in anticipation of the court hearing. For the 2 Orders listed above, first make a copy, write "proposed" above the title, file the copy and keep the original and bring it to court with you.

4. Confirming the hearing:

On the week of your hearing, between Monday morning and not later than noon on Wednesday, you must CONFIRM that your hearing will be proceeding as scheduled. Go to the Superior Court web page and click on “Clerk’s Office”, then “Confirm your hearing”, and click on the link for the judge assigned to your case to confirm your hearing.

5. At the hearing:

Arrive before 1:30 and be prepared to potentially stay for 2 hours. All the cases on the calendar will be initially called and you must state your presence when your case is called. When it is your turn, approach to the tables with original Orders in hand. The judge may have some questions or clarifications. Pass your Orders to the clerk, who will pass them to the judge for signature.