

How to

Ask to Waive Notice in a Petition for Minor Guardianship

WARNINGS!

Use these instructions if you cannot find one or more of the following individuals to provide them with notice of your *Petition for Minor Guardianship* or if providing notice may harm the child:

- anyone who had custody of the child at least 60 days in the last two years
- the child's grandparents
- any adult siblings of the child
- the child's conservator
- the proposed guardian requested by either parent or the child.

Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They provide *legal information* only and **are not intended** to be a substitute for legal advice.

Facilitators cannot provide legal advice or complete your forms for you. It's a good idea to talk to a lawyer before you file any forms.

- You can get information about their services and a list of low-cost and free legal resources at <https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/court-programs-children-families/divorce-custody-adoption/family-law-facilitators>.

Step 1: Fill out these forms.

All of these forms can be downloaded at:

<https://kingcounty.gov/en/court/superior-court/courts-jails-legal-system/ex-parte-probate/guardianship/minor-guardianships?msclkid=337d4218a58011eca82675fd46ad0c35>

Form Name	Notes
Motion to Waive Notice of Minor Guardianship Petition	Only available on the King County Superior Court website
Order Waiving Notice of Minor Guardianship Petition	Only available on the King County Superior Court website
Ex Parte via Clerk Coversheet	Only available on the King County Superior Court website

Step 2: Request a Fee Waiver if necessary.

You must give the documents completed in Step 1 to the Clerk’s Office, and a clerk will provide them to a commissioner in the Ex Parte department. This service is called Ex Parte via the Clerk, and there is a \$30 fee.

This fee can be waived if you cannot afford to pay it. To request a waiver, complete the forms here: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/fee-waiver>

Step 3: Give original forms to the Clerk’s Office.

After all forms in Steps 1 and 2 have been completed, give them to the Clerk’s Office electronically, by mail, or in person. For more information, see <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/ex-parte-via-the-clerk#submission> .

The Clerk will present your documents to the Commissioner for you. After the Order is signed, the Clerk will file all Step 1 documents in the court file. The Clerk will also give you a copy of the signed Order; you choose how you want the Clerk to do that in the *Ex Parte via Clerk Coversheet*. (For example, email or in-person pick up.)

Step 4: Follow the court order.

Read the signed order you received from the Clerk’s Office. If the court directs you to provide notice, you must follow any specific instructions in the order.

If the court orders you to seek permission to serve by mail, instructions are available here: <https://kingcounty.gov/~media/courts/superior-court/docs/family/family-law-instructions/06-02-how-to-serve-by-mail-pdf.ashx?la=en>

In addition, you should follow the instructions in *How to File a Petition for Minor Guardianship*.