

Superior Court of Washington, County of \_\_\_\_\_

In the Guardianship of:

\_\_\_\_\_  
Respondent/s (*minors/children*)

No. \_\_\_\_\_

Order Appointing Guardian ad Litem or Court Visitor

GAL Appointed (ORAPGL)

Visitor Appointed (ORAPCV)

Clerks Action: 10

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**Order Appointing Guardian ad Litem or Court Visitor**

*Use this form to appoint a GAL or Court Visitor in a Minor Guardianship Case.*

**1. Children needing Guardian ad Litem (GAL) or Court Visitor (Visitor).**

A GAL or Visitor should be appointed in this case. The children are listed below:

| Child's name | Age | Child's name | Age |
|--------------|-----|--------------|-----|
| 1.           |     | 2.           |     |
| 3.           |     | 4.           |     |

**2.** The court has authority to make this appointment under the *Uniform Guardianship Act 11.130*.

The court **must** appoint a Visitor because: (*check all that apply*)

one or more of the children is 12 or older and does **not** have a lawyer.

the petitioner says a parent waived their right to notice.

the petitioner says they were unable to serve a parent.

The court should appoint a GAL because the children's interest otherwise would not be adequately represented.

**The court orders:**

**3.** (*GAL/Visitor's name*): \_\_\_\_\_ is appointed

Guardian ad Litem  Court Visitor in this case.

**4. Rights.**

All parties must serve the GAL or Visitor with:

- notice of any court hearing or proposed agreement involving these children, and
- copies of all documents they file in this case.

The court clerk must give the GAL or Visitor free certified copies of this *Order* upon request.

**5. Court Visitor's duties.**

- Does not apply.
- A GAL shall perform the duties of a Visitor until the Visitor program is established.
- The Visitor must go to all court hearings and pretrial conferences for this case that are related to the children, unless the court says otherwise.

The Visitor is ordered to investigate and file a report on the issues checked below.  
(*check all that apply*):

- Meet with the minor/s and explain the rights outlined in the *Notice of Hearing*. Find out the children's views about the guardianship or guardian. Inform the court if the minor wants access to all documents filed in this case.
- Decide if a parent who was not served can be located with reasonable effort.
- Interview the petitioner and the minor.
- Confirm whether a parent consents to guardianship.
- Other issues about the standby guardian petition.
- Other: \_\_\_\_\_

**6. GAL's duties.**

- Does not apply.
- The Guardian ad Litem's (GAL's) duties include:
  - Inform the court about, and represent, the needs and best interests of the children.
  - Protect the legal interests of the children in this case;
  - Explain (to the extent possible) the legal papers and correspondence related to this case to the children;
  - Participate in court hearings related to the GAL's duties through written reports and supplemental oral reports; and
  - Follow all court orders and go to all meetings and court hearings related to the GAL's duties or scope of appointment.
- Other (*specify*): \_\_\_\_\_

**7. Report.**

The GAL/Visitor's report must include facts about the issues listed in sections **5** or **6** above.

**Deadline!** Unless the court extends the deadline, the report must be filed and served on all parties at least 10 days prior to any hearing requiring a report.

**8. Access to the children and information.**

The GAL/Visitor is allowed reasonable access to the children, and to all records and people with information that affects the children, including:

- Child care providers
- Physical and mental health care providers
- Schools and other educational institutions
- Law enforcement agencies, Child Protective Services, and the Department of Children, Youth, and Family (or equivalent agencies, if outside Washington)

*Note: Agencies may withhold or black out legally protected parts of requested information.*

**9. Release of information.**

The signatures of parties or children age 12 or older below mean that they give permission to the agencies and professionals listed in **8** above to share information about themselves and their children with the GAL/Visitor.

**10. Confidentiality.**

The GAL/Visitor will:

- Have access to all Superior Court and Juvenile Court files related to their duties, including sealed and confidential documents. *Exception:* The GAL/Visitor will not have access to information sealed under RCW 13.50.050(7);
- Keep confidential any sealed and confidential information (unless their duties as GAL/Visitor require otherwise); and
- Tell the court if their report includes any sealed or confidential information.

The parties (or their lawyers, if any) have the right to inspect and copy the GAL/Visitor file, including the names and addresses of everyone the GAL/Visitor consulted. *Exception:* information in the GAL/Visitor's file that is confidential by law or sealed by a court shall **not** be shared with the parties or their lawyers. (Example: Dependency and Juvenile Records – see RCW 13.50.100).

**11. Fees.**

The GAL/Visitor's hourly fee is \$ \_\_\_\_\_. The GAL/Visitor may not charge more than a total of \$ \_\_\_\_\_ without court review and approval.

The GAL/Visitor's fees will be paid as follows (*check one*):

- [ ] \_\_\_\_\_ % paid by Petitioner \_\_\_\_\_
- \_\_\_\_\_ % paid by Parent \_\_\_\_\_
- \_\_\_\_\_ % paid by Parent \_\_\_\_\_
- [ ] \_\_\_\_\_ % or \$ \_\_\_\_\_ paid by the County at public expense. However, if the parties' financial circumstances change, the court may order the parties to pay the fees according to their ability to pay.
- [ ] Other: \_\_\_\_\_

**Billing Process:**

- The GAL must file an itemized statement of time and expenses with the court and provide a copy to the person/s or entity responsible for payment.
- The GAL may file any request for payment with the court, along with an itemized statement and a proposed order.

**12. Other orders (if any):**

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**Ordered.**

|             |  |                              |
|-------------|--|------------------------------|
|             |  |                              |
| <i>Date</i> |  | <i>Judge or Commissioner</i> |

**Petitioner and Respondent or their lawyers fill out below:**

*A party's signature authorizes release of information as described in 9 above.*

Presented by:

|                                  |                                   |
|----------------------------------|-----------------------------------|
|                                  |                                   |
| <i>Signature of Party/Lawyer</i> | <i>Printed Name      WSBA No.</i> |

Copy received and approved by:

|                            |                     |
|----------------------------|---------------------|
|                            |                     |
| <i>Signature of Parent</i> | <i>Printed Name</i> |

|                            |                     |
|----------------------------|---------------------|
|                            |                     |
| <i>Signature of Parent</i> | <i>Printed Name</i> |

**Children age 12 or older sign below to authorize release of information as described in 8:**

|                         |                   |             |
|-------------------------|-------------------|-------------|
|                         |                   |             |
| <i>Child signs here</i> | <i>Print name</i> | <i>Date</i> |

|                               |                   |             |
|-------------------------------|-------------------|-------------|
|                               |                   |             |
| <i>Other child signs here</i> | <i>Print name</i> | <i>Date</i> |

**Guardian ad Litem/Court Visitor signs below to accept appointment:**

|                               |                   |             |
|-------------------------------|-------------------|-------------|
|                               |                   |             |
| <i>GAL/Visitor signs here</i> | <i>Print name</i> | <i>Date</i> |