

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF SNOHOMISH**

\_\_\_\_\_  
Petitioner/Plaintiff(s)

VS.

\_\_\_\_\_  
Respondent/Defendant(s)

NO.

SUPPLEMENTAL ORDER  
APPOINTING GUARDIAN AD LITEM  
AND SETTING COMPLIANCE HEARING

ORAPE [CLERK'S ACTION REQUIRED]  
ORCNT [CLERK'S ACTION REQUIRED]  
ORAPGL [CLERK'S ACTION REQUIRED]

This matter, having come on before the undersigned Judge or Court Commissioner of the above-entitled court, and appearing that an investigation and report by a Guardian ad Litem is necessary to aid the court in making a decision, the Court further deems necessary the following [as authorized under Administrative Order 36-10]:

1. Both parties shall obtain the Guardian ad Litem (GAL) Personal Information Form [online at <https://www.snohomishcountywa.gov> or hard copies available outside the Confirmations office on the 1<sup>st</sup> floor], complete these form, and **return to the GAL** within 48 hours after receiving a copy of this order (or no later than **4 PM on** \_\_\_\_\_).
2. In the event that multiple GALs are named in the Order, the GAL Program staff will contact the GALs and determine who will be appointed. In the event the GALs named in the Order are not available, GAL Program staff will assign an available GAL and notify the parties prior to the deadline stated in #2 when possible.
3. Both parties shall obtain any other supplemental materials, including additional questionnaire and release forms, from the GAL and return to the GAL at the deadline determined by the GAL.
4. Both parties shall pay their portion of the retainer (see section 10, page 3 of Order Appointing GAL) by **4 PM on THURSDAY**, \_\_\_\_\_. The GAL will report compliance to Programs staff.
5. The GAL shall inform the court of any failure to comply with any of the above requirements **on the Friday** prior to Compliance Hearing. **Parties must attend the Compliance Hearing if retainer is not paid & required paperwork is not completed & returned.** The Court may strike pleadings of the non-complying / non-attending party. These hearings are held on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Wednesday of each month. The date below should be approximately 3 weeks following entry of this order or as otherwise agreed. **If you are in compliance your attendance is not required.**

**COMPLIANCE HEARING IS SET FOR: COURTROOM 1E, WEDNESDAY, 9:00AM on**  
\_\_\_\_\_ **(date) COURT CONFIRMED.**

[ ]The guardian ad litem is authorized to require that parties comply with an evaluation, assessment, or other testing for issues designated in section 5, page 2 of Order Appointing GAL.

The following information **must be provided in full** for the persons named below who appear to the Court to be involved in this matter. *(Court ordered services may not be initiated unless the requested information is provided in full.)*

Petitioner	Respondent
<b>Name:</b> _____ <small style="text-align: center;">First, Middle initial, and Last name</small>	<b>Name:</b> _____ <small style="text-align: center;">First, Middle initial, and Last name</small>
<b>Address:</b> _____ _____	<b>Address:</b> _____ _____
<b>Home Phone:</b> (    ) _____	<b>Home Phone:</b> (    ) _____
<b>Work Phone:</b> (    ) _____	<b>Work Phone:</b> (    ) _____
<b>Email:</b> _____	<b>Email:</b> _____
<b>Date of Birth:</b> _____	<b>Date of Birth:</b> _____
<b>Other names used:</b> _____	<b>Other names used:</b> _____
Petitioner's Attorney	Respondent's Attorney
<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____ _____	<b>Address:</b> _____ _____
<b>Phone:</b> (    ) _____	<b>Phone:</b> (    ) _____
<b>Email:</b> _____	<b>Email:</b> _____
Minor Children	
<b>Name:</b> _____	<b>Name:</b> _____
<b>Date of birth:</b> _____	<b>Date of birth:</b> _____
<b>Address:</b> _____ _____	<b>Address:</b> _____ _____
<b>Phone:</b> (    ) _____	<b>Phone:</b> (    ) _____
<b>Name:</b> _____	<b>Name:</b> _____
<b>Date of birth:</b> _____	<b>Date of birth:</b> _____
<b>Address:</b> _____ _____	<b>Address:</b> _____ _____
<b>Phone:</b> (    ) _____	<b>Phone:</b> (    ) _____

The following are other cases involving these parties that are now or in the past have been before this court or other courts: \_\_\_\_\_

DONE IN OPEN COURT this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
 Judge/Commissioner

Presented by: \_\_\_\_\_

Presented by: \_\_\_\_\_

WSBA# \_\_\_\_\_

WSBA# \_\_\_\_\_

Attorney for: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Approved for entry by Petitioner:  
 \_\_\_\_\_

Approved for entry by Respondent:  
 \_\_\_\_\_

# INFORMATION FOR PARTIES AND GUARDIANS AD LITEM

<u>Snohomish County Guardian ad Litem Program</u>	<u>ADR Compliance Hearings</u>
<p>A Guardian ad Litem [GAL] has been appointed in your case by this Court to investigate and provide a report to the Court of the GAL's recommendations as to your child's best interests with regard to a parenting plan or residential schedule.</p>	<p>The Case Schedule sets a deadline for completion of ADR/Mediation and a hearing to review ADR/Mediation Compliance. ADR Compliance Hearings are stricken <b>ONLY</b> after the filing of a Notice of ADR/Mediation Compliance, Notice of Settlement, Order Waiving Mediation, or entry of final orders.</p>
<p><b><u>Steps the parties must follow:</u></b></p>	<p><b>For all Non-Compliant cases, the ADR Compliance will be WITHOUT ORAL ARGUMENT and will be conducted based on a review of the Court file and information provided by parties by filing ADR Compliance Status Report.</b></p>
<ol style="list-style-type: none"><li>1. <b>Read your GAL Order and this Supplemental Order <i>carefully</i> and follow all requirements.</b></li><li>2. <b>Complete your Parent Questionnaire and Other Adult Questionnaire(s) (for anyone over the age of 18 residing with you). Return completed forms to your GAL by the date provided on page 1, paragraph 1, of this Order. Do <u>NOT</u> file the completed forms with the Clerk's office or return them to the Court.</b></li><li>3. <b>Contact your GAL as soon as possible to introduce yourself and, if you are responsible for a share of the fees, discuss payment of the retainer. The Court does not accept payments on behalf of GALs. You must make payment directly to the GAL by the date indicated on page 1, paragraph 4, of this Order.</b></li><li>4. <b>If you have difficulties with paying fees and/or completing and providing the Questionnaires to the GAL, communicate this to your GAL.</b></li><li>5. <b>When you have turned in forms and paid your share of fees to the GAL, you do not need to appear at the GAL Compliance hearing identified at the bottom of page 1 of this Order.</b></li></ol>	<p>In cases where a GAL has been appointed, the GAL Report must be completed, received, and reviewed prior to engaging in ADR/Mediation. The Case Schedule and ADR Compliance Hearing require that parties and the GAL understand and adhere to the following:</p>
<p><b><u>GAL Compliance Hearing</u></b></p>	<ol style="list-style-type: none"><li>1. <b><u>Be aware of the Case Schedule and the ADR Compliance Deadline.</u></b> If the date of this GAL appointment makes mediation by the ADR Compliance Deadline impractical, it is the responsibility of the parties or their attorneys to seek a continuance of the Case Schedule in accordance with SCLSPR 94.04(c)(3)(F). Hearings to continue the Case Schedule <b>must</b> be held before the date set for the ADR Compliance Hearing.</li><li>2. <b><u>A due date for the GAL Report</u></b> should be included in the Order Appointing GAL (RCW 26.12.175, GALR 2(i)). This due date should allow for compliance with the ADR Compliance Deadline.</li><li>3. <b><u>The GAL should notify the parties and the Court immediately</u></b> if it becomes apparent that the GAL Report cannot be completed by its due date, or if the GAL is instructed to stop or pause work by one or both parties (GALR 2(i)).</li><li>4. The GAL, the parties, and their attorneys are expected to take action as necessary to <b><u>ensure that the GAL Report is timely received</u></b> and does not result in an inability to comply with the Case Schedule, <b>OR</b>, when good cause exists, the GAL, the parties, and their attorneys are expected to take action as necessary to make a motion to request <b><u>that the GAL Report due date and the Case Schedule be extended.</u></b> (SCLSPR 94.04(c)(3)(D), GALR 2(o)).</li><li>5. <b><u>The GAL may face sanctions for failing to timely file reports, or for other violations of the GALRs, the SCLGALRs, the RCWs or any applicable Court or Administrative Orders. GALR 2.</u></b></li></ol>
<p>When the court orders a GAL, they also set a Compliance hearing. The GAL compliance hearing is to monitor that the GAL has all the necessary documents, information and required payment to begin the investigation and avoid delays in the case. The GAL will communicate with Court Administration regarding compliance of the parties and if the hearing is needed to address a lack of completion of the requirements by one or both parties. If you have completed the requirements, you do not need to attend the hearing. <b>ONLY THE PARTY WHO HAS NOT DONE WHAT THE COURT EXPECTS THEM TO DO NEED TO ATTEND THESE HEARINGS.</b> If any party fails to timely pay the GAL or fails to cooperate with the GAL process, <u>that party may face sanctions</u>, including monetary penalties, the striking of pleadings, discharge of the GAL, a finding of intransigence, and/or another remedy deemed appropriate by the Court (Snohomish County Administrative Order 36-10).</p>	