

CHECKLIST

GUARDIANSHIP OF MINOR

Initial Filing Fee:

Court Costs: \$225.00 *Person or Person & Estate*
\$125.00 *Estate*

Requirements:

*The Court has no jurisdiction to accept a guardianship case for a minor until the child has lived in Ohio for at least 6 consecutive months immediately prior to the filing, unless the minor faces a medical emergency, has been abandoned (no contact or visits with a parent for at least 90 days), or the home state declines its jurisdiction in writing. In applicable cases, the proof of the exception to the 6 month residency requirement must be provided with the initial case filing.

Process:

Set a hearing approximately 5 weeks from the filing date.

Checklist:

_____ **Application for Appointment of Guardian of Minor (Form 16.0)**

_____ **Next of Kin of Proposed Ward (Form 15.0)**

_____ **Affidavit (Form 16.1a) – Person only**

- *This must be notarized.*

_____ **Fiduciary's Acceptance Guardian (Form 15.2)**

_____ **Waiver of Notice and Consent (Form 15.1) from consenting next of kin**

- *All parties listed on the Next of Kin of Proposed Ward (Form 15.0), who are Ohio residents, must either sign this Consent or, if their addresses are known, be served with notice. Both parents, regardless of which state they reside in, must either consent or be served notice.*

_____ **Selection of Guardian of Minor over Fourteen years of Age or Older (Form 16.2)**

- *If applicable.*

_____ **Guardian's Credibility Application (Local Form 66.10A)**

_____ **Record Check Authorization, Waiver and Consent (DCPC Form 17.10)**

_____ **Non-Public Record Social Security Information (DCPC Form 17.11)**

_____ **Guardianship Service Information**

_____ **Copy of Picture ID of the applicant**

_____ **Copy of the proposed ward's birth certificate**

Note:

Ward and applicant shall attend scheduled hearing.