

CHECKLIST

GUARDIANSHIP OF MINOR

MANDATORY DEPOSIT DUE AT TIME OF FILING:

\$150.00, (Cash / Check / Money Order only)

Certified mail costs for anyone needing to be served notice (*if applicable*)

REQUIREMENTS:

In rare circumstances, a minor guardianship may be necessary for situations in which a minor needs a legal guardian due to circumstances where the minor's parents are deceased or otherwise unable to care for the child. Our Court will not accept for filing any application for guardianship of a minor where the sole or primary purpose of the proposed guardianship is to establish residency for the minor to enroll in school or for the purposes of transferring physical custody of a minor from a parent to any other person. Custody for these purposes is a matter that must be submitted to and determined by the Juvenile Court or Domestic Relations Court.

A minor guardianship for Estate purposes must be established in Probate Court when a minor has received \$25,000 or more.

For more information on Minor Guardianships please refer to Lake County Local Rule 66.10 and 67, and R.C. 2111.03(C)

Note: All paperwork should be typed, single-sided, and please do not staple original paperwork.

INITIAL FILING: All forms listed and the deposit must be presented to the Court together or the proceeding will not be initiated

- Application for Appointment of Guardian of Minor (LCPC Form 16.10)
- Affidavit (LCPC Form 16.1A)
- Photocopy of the Minor's birth certificate
- Notice/Consent: All parties listed on the Next of Kin of Proposed Ward (Form 15.0), who are Ohio residents, age 18 or older, must either Consent (Form 15.1) or be served Notice of the Hearing. Both parents, regardless of which state they reside in, must either consent or be served notice.
 - o Notice of Hearing on Application for Appointment of Guardian of Minor to Parent, Known Next of Kin, and Person Having Custody (Form 16.4) *If applicable*
 - o Waiver of Notice and Consent (Form 15.1) *If applicable*
- Selection of Guardian of Minor over Fourteen Years of Age (Form 16.2) *If applicable*
- Consent to Web Check Criminal Background Check of the applicant
 - o See Local Rule 66.05(A) for requirements (LCPC Form 17.11)
 - o If an Applicant has not been a resident of Ohio continuously for the last five years, the Applicant also must obtain an FBI criminal records check
 - o Applicant must obtain background check themselves at the Lake County Educational Service Center.
- Oath of Guardian (Form 15.9)
- Fiduciary's Acceptance (Form 15.2)
- Guardian Receipt of Handbook (LCPC 27.12) [Role as Guardian Handbook](#)

LATER FILINGS AFTER GUARDIAN IS APPOINTED

- Every year the Guardian MUST file a Status Letter with the Court (*Guardian of Person Only*).
- Verification of Receipt and Deposit (Form 22.3) *If applicable*
- Guardian's Bond (Form 15.3) (*Guardian of Estate Only*)
- Guardian's Inventory (Form 15.5) (*Guardian of Estate Only*)
 - o Due **3 months following the date of Appointment** of Guardian
- Application to Release Funds to Guardian (Form 15.6) (*Guardian of Estate Only*)
 - o *This may only be filed after bond has posted, if bond was ordered.*
- Application for Authority to Expend Funds (Form 15.7) (*Guardian of Estate Only*)
- Guardian's Account (Form 15.8) (*Guardian of Estate Only*)
 - o Due **1 year following Appointment**, and then every year thereafter.

Court of Common Pleas
Division of Probate
Judge Mark J. Bartolotta



Lake County Courthouse, West Annex
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440-350-2626
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