

## **Checklist** **Minor Guardianship**

### Initial Filing Fee

Court Costs: \$229.00

### Requirements

A minor guardianship may be established in our Court when a minor has received \$25,000 or more, usually through inheritance or a personal injury claim.

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. If you believe you need a minor guardianship for this purpose, it is recommended that you contact Probate Court prior to filing a minor guardianship to determine if this is the appropriate action for your situation.

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.

For more information on Minor Guardianships please refer to Fairfield County Local Rule 66.2 and R.C. 2111.03(C)

**Note: All paperwork must be typed or written neatly in blue ink.  
All filings must be single-sided. We will not accept double-sided originals.  
Please do not staple original paperwork. We cannot accept filings with staples.**

### Initial filing

- Self-Representation Acknowledgment (FC Form 75.1) *If applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- Application for Appointment of Guardian of Minor (Form 16.0)
- Criminal Background Check (see Local Rule 66.1 for requirements)
- Photocopy of the Minor's birth certificate
- Judgment Entry Setting Hearing on Application for Appointment of Guardian (Form 15.01)
- Next of Kin of Proposed Ward (Form 15.0)
- 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 (Form 16.4). Both parents, regardless of which state they reside in, must either consent or be served notice
  - 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*
  - or**
  - Waiver of Notice and Consent (Form 15.1) *If applicable*
- Notice of Hearing for Appointment of Guardian to Minor (Form 16.3)
  - This is required if the Minor is age 14 or older
- Selection of Guardian of Minor over Fourteen Years of Age or Older (Form 16.2) *If applicable*
- Affidavit (Form 16.1) *if applicable*
- Fiduciary's Acceptance (Form 15.2)
- Guardian's Bond (Form 15.3) *If applicable* (See Fairfield County Local Rule 75.2 on bond requirements)
- Judgment Entry Appointment of Guardian of Minor (Form 16.5)
- Letters of Guardianship (Form 15.4)
- Oath of Guardian (Form 15.9)
  - This needs to be filed with the initial filing but will be signed in front of the Judge at the hearing.
- Proposed Verification of Receipt and Deposit (Form 22.3) *If applicable*