

CHECKLIST

TRANSFER OF GUARDIANSHIP FROM ANOTHER STATE

FILING FEE: \$153.00

REQUIREMENTS:

The ward must currently be under legal guardianship in another state. The ward must be physically present in or is reasonably expected to move permanently to Fairfield County, Ohio. Additionally, plans for the care and services for the ward and/or adequate arrangements for the ward's property in Fairfield County, Ohio have been arranged prior to filing.

NOTE:

- **All paperwork must be typed;** we will not accept handwritten documents.
- **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)
 - This form must be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- Certified copy of Provisional Order of Transfer from the state where the guardianship is currently held.
- Petition to Accept Guardianship from Jurisdiction Outside the State of Ohio (FC Form 104.2-F)
- Next of Kin of Proposed Ward (Form 15.0)
- Notice of Petition to Transfer Guardianship (FC Form 104.2-G)
 - Must be given to all persons entitled to notice in Ohio and in the state of origin (unless they waive – see *next form below*)
- Or
- Waivers of Notice and Consent to Transfer (FC Form 104.2-H)
 - Everyone entitled to notice in Ohio and in the state of origin must either sign this form or be served Notice of the Petition to Transfer.
- Provisional Order Granting Petition to Accept Guardianship from Jurisdiction Outside the State of Ohio (FC Form 104.2-I)

2nd FILING:

Must be filed no later than 5 days prior to the final hearing

- Final Order transferring proceedings to our Court from transferring Court must be filed prior to or at final hearing
- Authenticated copies of the entire file record from the state of origin.
- Final Order Accepting the Proceeding and Appointing Guardian of Incompetent (FC Form 104.2-J)
- Oath of Guardian (Form 15.9)
- Fiduciary's Acceptance – Guardian (Form 15.2)
- Letters of Guardianship (Form 15.4)
- Guardian's Bond (form 15.3) or bond commitment (See Local Rule 75.2) – *If applicable.*