

COURT USE CHECKLIST

TRANSFER OF GUARDIANSHIP TO ANOTHER COUNTY

FILING FEE: \$10.00 if requested by the Guardian(s)

REQUIREMENTS

The ward must generally be physically present in a different county inside the State of Ohio for enough time to establish residence or, depending on the receiving county's requirements, is reasonably expected to move permanently that county.

PROCEDURE

The checklist should be for Court use only. If a guardian comes in or calls and asks about how to transfer the guardianship out, the Clerk should go through the details about how the other court will need to consent to the transfer (and to check with that court for their requirements), and that the guardian can start the process with us by filling out the Application and Entry found below.

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.***

IF INITIATED BY GUARDIAN

Application to Transfer Guardianship to Another Ohio County (FC Form 67.1-A)

Entry Regarding Application to Transfer Guardianship to Another Ohio County (FC Form 67.1-B)

ALL TRANSFERS TO ANOTHER OHIO COUNTY

The following forms are for COURT USE ONLY:

- Letter with Notice of Intent to Accept Jurisdiction (**FC LETTER D**)
- Notice of Intent to Accept Jurisdiction (**FC FORM U-1**)
(A BLANK COPY OF THIS WILL BE SENT TO RECEIVING COURT)
- Provisional Order Transferring Guardianship (**FC FORM U-2**)
(THIS WILL BE FILED ONCE WE GET A SIGNED NOTICE OF INTENT)
- Letter with Certified Copies (FC LETTER F)
- Journal Entry Accepting Jurisdiction (FC FORM U-3)
(A BLANK COPY OF THIS WILL BE SENT TO RECEIVING COURT)
- Journal Entry Confirming Transfer of Guardianship (FC FORM U-4)