

**IN THE COMMON PLEAS COURT OF FAIRFIELD COUNTY, OHIO
PROBATE DIVISION**

**CHECKLIST
TRANSFER OF GUARDIANSHIP TO ANOTHER STATE**

FILING FEE: \$10.00

REQUIREMENTS

The ward must be physically present in or is reasonably expected to move permanently to a state other than Ohio. Additionally, plans for the care and services for the ward and/or adequate arrangements for the ward's property in that state have been arranged prior to filing.

PROCEDURE

The Guardian must file the "Initial Filing" documents listed below. The court may schedule a hearing at its discretion prior to approving the transfer. Upon review of the initial documents, or after hearing the matter, our court will issue a Provisional Order of Transfer of Guardianship to Jurisdiction Outside the State of Ohio. **It is then the Applicant's responsibility to contact and file the appropriate paperwork in the county and state of the proposed transfer of the guardianship, and obtain a provisional order from the court accepting jurisdiction.** The Applicant must then provide our Court with a **certified** copy of the order from the accepting state. Upon receipt and approval, our court will issue a Final Order Confirming Transfer.

Please note, we cannot finalize this transfer until the Applicant, or his/her attorney, has provided us with the Order from the other state which shows they will accept jurisdiction.

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

- Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio (**FC Form 104.2-A**)
 - Notice of Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio (**FC Form 104.2-B**)
- OR**
- Waiver of Notice and Consent to Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio (**FC Form 104.2-C**)
 - Next of Kin of Proposed Ward (**FC Form 15.0**)
 - Provisional Order of Transfer of Guardianship to Jurisdiction Outside the State of Ohio (**FC Form 104.2-D**)
 - Final Order Confirming Transfer of Guardianship to Jurisdiction Outside the State of Ohio (**FC Form 104.2-E**)