

**MEDINA COUNTY PROBATE COURT
MINOR GUARDIANSHIP GENERAL INSTRUCTIONS**

COST DEPOSIT (effective 12.14.2012)

\$200 | Person Only

\$250 | Person and Estate

\$175 | Estate Only

INITIAL FORMS TO BE SUBMITTED

- Application for Appointment of Guardian of Minor (Form 16.0)
- Notice of Jurisdictional Requirement
- Addendum to Application for Appointment of Guardian (Form 16.0A) along with
 - A **recent** certified copy (**within the past year**) of Minor's Birth Certificate
 - If applicable, a copy of Custody Order &/or Child Support Order
- Next of Kin of Proposed Ward (Form 15.0)
 - If a parent is deceased, attach a copy of his/her death certificate and list the name(s)/address(es) of that deceased parent's relatives that live in Ohio and include the specific relationship to the minor
 - If an address that is required to be reported is unknown, see Clerk for Affidavit of Unknown Address. Note: this form is to be signed in the presence of a notary public
- Waiver of Notice and Consent (Form 15.1)
- Affidavit of Custody (Form 16.1)
 - Note: this form is to be signed in the presence of a notary public
- Fiduciary's Acceptance Guardian (Form 15.2)
- Background Check Results (procedure included with this packet)
- If applicable, Selection of Guardianship by Minor Over Fourteen Years of Age (Form 16.6)
- Self Representation Acknowledgement

Forms must be filled out **legibly** and **completely**. Typed information is preferred. Do not leave any lines blank; if a question does not apply, please indicate "not applicable." Sign and date where required. Completed forms and cost deposit may be filed in person or by mail.

After forms are filed, a hearing will be set. The Court will notify interested parties of the hearing date by mail. However, minors 14 years and older must appear in Probate Court to be served notice of proceedings by personal service at least seven days prior to the hearing. Said minors must attend hearing. If applicable, the Court will also notify the school district in which the applicant resides to allow an opportunity for its input. NOTE: The Court will not establish a guardianship for school purposes only (Medina Probate Local Rule 66.1(B)).

Medina County Probate Clerks are prohibited by law from providing legal advice.

Please consult with an attorney if there are questions as to how to complete the forms.