

BUTLER COUNTY PROBATE COURT

Procedure For: RELEASING FUNDS TO MINORS

Local Probate Form Number: 522 and 531

Date Last Reviewed: 02/26/2015

By: Forms Committee

1. The Motion to Release Funds to Ward (form 531) must be filed in all matters where a minor has turned eighteen years of age and is seeking to have monies released to him or her. The amount of court costs owed must be stated on form 531. If court costs were paid when the motion was filed, write, "PAID" on the blank on form 531. The Motion must be signed off by a judicial officer. Proof that the minor has turned eighteen years of age must be attached to the Motion. For pro se parties, identification with a picture is required. If an attorney is involved, the Court will accept a copy of the birth certificate of the former minor and no picture identification is needed.
2. If the funds of the minor were in a restricted account, and were equal to or less than \$25,000, a Verification of Receipt and Deposit was filed (form 22.3), and no Guardian of the Estate was appointed, a Certificate of Former Ward (form 522) must be filed within 30 days of the Entry Granting the Motion to Release Funds to Ward (form 531) in order to close the matter.
3. If the funds are greater than \$25,000 and a Guardian of the Estate of the Minor was appointed by the Court, a final account must be filed by the Guardian within thirty days of the Entry granting the Motion to Release Funds to Ward (form 531). Accompanying the final account must be the Certificate of Former Ward (form 522). Every guardianship of the estate of a minor must have a final account filed and approved by the Court to close the matter, unless the final account is dispensed with by Order prepared by the Judge or Magistrate.

>> If there was a Guardian of the Estate appointed and a Final Account is required, do not track the Certificate of Former Ward (form 522) as a separate document. It should be attached and made part of the final account.