

INSTRUCTIONS FOR EMERGENCY GUARDIANSHIP

All forms must be typewritten (forms on our web site can be filled in before printing)

These forms are being provided as a public service of the Butler County Probate Court, and are intended as a guideline only, not as a comprehensive list of duties. If you choose to represent yourself and use these forms, please be advised that state law prohibits the staff of Butler County Probate Court from providing legal advice.

If a minor or incompetent has *not* been placed under a guardianship and if an emergency exists, and if it is reasonably certain that immediate action is required to prevent significant injury to the person or estate of an minor or incompetent, then a person can apply to be appointed Emergency Guardian of the Person only, Estate only or Person & Estate.

The powers of an emergency guardian shall be specified in the letters of appointment and shall be limited to those powers that are necessary to prevent significant injury to the person or estate of the minor or incompetent.

If the emergency guardian is appointed, the appointment is valid for 72 hours. At the time of the hearing the Court will set a date and time within the 72 hours to have a further hearing to determine whether the emergency guardianship should continue for 30 more days.

Notice of the appointment and the hearing to continue the guardianship for 30 days will need to be given to the incompetent and to all interested parties prior to the hearing to continue the guardianship, therefore it will be necessary for the attorney or applicant to complete a praecipe for service and have it available at the time of the initial appointment of an Emergency Guardian (72 hours).

Be sure to file for a full guardianship prior to the expiration of the emergency guardianship, do this as early as possible because the investigation takes considerable time and the emergency guardianship cannot be extended beyond the 30 day period.

A filing fee of \$135.00 is required at the time of filing. Additional costs will be due when the Application for Appointment of Guardian is filed. Please confirm the amount with the cost clerk at the time of filing. This fee must be paid in cash, check or money order.

The forms may be obtained from the Clerk's office on the 2nd floor of the Butler County Historical Court House, 101 High Street Hamilton, OH or by downloading the forms from our website.

FORMS NEEDED FOR THE INITIAL FILING:

1. Application for Appointment of Emergency Guardian of Alleged Incompetent (BC504)
 - The guardianship will be limited to those necessary to prevent
 - Complete form making sure that the Present Location of the Ward is accurate in order to obtain service

2. Next of Kin of Proposed Ward (15.0)
 - Any person who would be entitled to inherit if the ward died intestate
3. Statement of Expert Evaluation (17.1)
 - Ward must have been evaluated within 3 months of the filing of the Application
 - Ward must have been evaluated by a Licensed Physician or a Licensed Clinical Psychologist
4. Supplement for Emergency Guardian of the Person (17.1A)
 - Must be completed by a Licensed Physician
5. Fiduciary's Acceptance (15.2)
 - Read and sign

FORMS NEEDED AT EX PARTE HEARING:

1. Ex Parte Judgement Entry Appointment of Emergency Guardian for an Incompetent Person (BC505)
 - Powers must be limited to those necessary to prevent significant injury to the person and/or estate of the ward
2. Letters of Guardianship (15.4)
 - Make sure that the powers are limited to those that are listed on the Ex Parte Entry
3. Notice - 72 hour (BC506)
 - Complete form with the name & address of the ward where he/she is currently at
4. Praecipe (BC 440)
 - Complete form with the name and address of any interested parties that need to be served notice of the hearing to extend the emergency guardianship
5. Motion for 30 day Extension (BC507M)
 - Complete form and sign

FORMS NEEDED AT HEARING TO EXTEND GUARDIANSHIP FOR 30 DAYS:

1. Entry Granting 30 day Extension (BC507E)
 - Make sure powers are limited and specific to prevent to injury to the person and/or estate of the ward
2. Letters of Guardianship (15.4)
 - Make sure powers are limited to those that are listed on the Entry Granting 30 day Extension (BC507E)
3. Notice - 30 day (BC508)
 - Complete form with the name & address of the ward where he/she is currently residing

FORMS NEEDED AFTER THE HEARING (Must be filed NO LATER THAN 5 DAYS after the expiration of the 72 hour order)

1. Affidavit of Supervisor/Administrator
 - Must be signed by a supervisor/administrator of facility if the reason for the emergency was to place the ward in the facility
 - Must be signed by the doctor/medical provider if ward was hospitalized, medicated or if surgery was performed