

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

**APPLICATION FOR APPOINTMENT OF GUARDIAN
OF MINOR**

[R.C. 2111.03(C)]

Applicant, a resident of _____ County, Ohio, hereby applies for the appointment of (himself) (herself) or some suitable person as guardian of the following minor and represents that the applicant is not an administrator, executor, or other fiduciary of an estate wherein the minor is interested.

Name of Minor	Age	Date of Birth	Residence or Legal Settlement
---------------	-----	---------------	-------------------------------

Attached is a list of the next of kin of the minor. (Form 15.0)

A guardian is necessary because (R.C. 2111.06), _____

THE TYPE OF GUARDIANSHIP APPLIED FOR IS

Non-Limited Limited Person and Estate
 Estate Only Person Only

IF THE APPLICATION IS FOR LIMITED GUARDIANSHIP,

The length (time period) of the guardianship requested is:

Indefinite Definite to the _____ day of _____, _____.

The limited powers requested are:

Applicant attaches affidavit pursuant to R.C. 3127.23.

p

The Applicant (or other suitable person) _____ has _____ has not been charged with or convicted of a crime involving theft, physical violence, or sexual, alcohol or substance abuse except as follows (if applicable, state date and place of each charge or each conviction.)

The whole estate of said minor is estimated as follows:

Personal property	\$	_____
Real estate	\$	_____
Annual rents	\$	_____
Other annual income	\$	_____
	Total	\$ _____
Applicant offers the attached bond in the amount of	\$	_____

I hereby certify that all the information and statements contained in this application and attached exhibits are correct to the best of my knowledge and belief.

Attorney for applicant

Typed or printed name

Street

City, State, Zip

Phone number (include area code)

Supreme Court Registration Number

Applicant 1

Typed or printed name

Street

City, State, Zip

Phone number (include area code)

Applicant 2

Typed or printed name

Street

City, State, Zip

Phone number (include area code)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

NEXT OF KIN OF PROPOSED WARD

[R.C. 2111.04]

(NOTE: Specify age and birthdate of each minor *under* 16 on the line containing the minor's name. List the name and address of the minor's parent, guardian or custodian on the name and address lines following the minor's address.)

Service Waived	Relationship	Birthdate of minor
1. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
2. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
3. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
4. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
5. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
6. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
7. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
8. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
9. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____
10. <input type="checkbox"/> Name _____	_____	_____
Address _____		Zip _____

Date

Applicant

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE GUARDIANSHIP OF _____

Case No. _____

WAIVER OF NOTICE AND CONSENT

We, the undersigned, do each of us hereby waive the issuing and service of notice, and voluntarily enter our appearance herein.

We do hereby consent to the appointment of _____
_____ or some suitable person as guardian of _____

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____
 Case No. _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ of _____

 (address)

do hereby authorize: (1) Adult Protective Services in Butler County and surrounding counties to release to the Butler County Probate Court, for an *in camera* inspection by the Court, any reports that may involve me that concern allegations of abuse, neglect, or the exploitation of an adult, (2) Butler County Sheriff and surrounding counties and municipalities to release to the Butler County Probate Court copies of any records of arrest and/or conviction concerning any criminal charges that I may have, and (3) Butler County Probate Court to obtain from Ohio Courts Network (OCN) current and previous residences, civil and criminal history records, driving records, birth records, public records or any criminal justice agency records that I may have in any federal, state, county, and municipal jurisdictions.

Date of Birth	
Social Security Number	
Drivers License Number/State Issued	
Marital Status	
Previous Address	
Maiden Name	
Spouse's Name	
Name of Former Spouse(s)	
Name(s) of Child(ren)	
A.K.A.	

 Signature

 Witness

TO BE COMPLETED BY EACH AGENCY (Please check appropriate space and sign. If a record is located, attach record/information to this form.)

Record Located	<input type="checkbox"/>	No Record Located	<input type="checkbox"/>
----------------	--------------------------	-------------------	--------------------------

 Adult Protective Services

Record Located	<input type="checkbox"/>	No Record Located	<input type="checkbox"/>
----------------	--------------------------	-------------------	--------------------------

 Sheriff's Department

Record Located	<input type="checkbox"/>	No Record Located	<input type="checkbox"/>
----------------	--------------------------	-------------------	--------------------------

 Ohio Courts Network (OCN)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____
 Case No. _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ of _____

 (address)

do hereby authorize: (1) Adult Protective Services in Butler County and surrounding counties to release to the Butler County Probate Court, for an *in camera* inspection by the Court, any reports that may involve me that concern allegations of abuse, neglect, or the exploitation of an adult, (2) Butler County Sheriff and surrounding counties and municipalities to release to the Butler County Probate Court copies of any records of arrest and/or conviction concerning any criminal charges that I may have, and (3) Butler County Probate Court to obtain from Ohio Courts Network (OCN) current and previous residences, civil and criminal history records, driving records, birth records, public records or any criminal justice agency records that I may have in any federal, state, county, and municipal jurisdictions.

Date of Birth	
Social Security Number	
Drivers License Number/State Issued	
Marital Status	
Previous Address	
Maiden Name	
Spouse's Name	
Name of Former Spouse(s)	
Name(s) of Child(ren)	
A.K.A.	

 Signature

 Witness

TO BE COMPLETED BY EACH AGENCY (Please check appropriate space and sign. If a record is located, attach record/information to this form.)

Record Located	<input type="checkbox"/>	No Record Located	<input type="checkbox"/>
----------------	--------------------------	-------------------	--------------------------

 Adult Protective Services

Record Located	<input type="checkbox"/>	No Record Located	<input type="checkbox"/>
----------------	--------------------------	-------------------	--------------------------

 Sheriff's Department

Record Located	<input type="checkbox"/>	No Record Located	<input type="checkbox"/>
----------------	--------------------------	-------------------	--------------------------

 Ohio Courts Network (OCN)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

CASE NO. _____

**JUDGMENT ENTRY
SETTING HEARING ON APPLICATION FOR APPOINTMENT
OF GUARDIAN**

This day _____ appeared in open Court, and filed an application for the appointment of limited guardian guardian of the person estate person and estate of _____ .

It is ordered that the _____ day of _____ , _____ at _____ o'clock M., be and is hereby fixed as the time of hearing said application before this Court. It is further ordered that written notice be served personally upon minors over fourteen years of age and in the manner as is provided by law upon all others entitled to receive the same.

Date

Probate Judge

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No.

**NOTICE OF HEARING FOR APPOINTMENT OF GUARDIAN OF MINOR
To Minor Over Age 14**

[R.C. 2111.04]

To _____

Address _____

You are hereby notified that an application was filed in the Court by _____ &
_____ for the appointment of a guardian (limited) guardian of your person
estate person and estate.

A minor over the age of fourteen years may select a guardian who shall be appointed if a suitable person. If such minor fails to select a suitable person, an appointment may be made without reference to his wishes.

The application will be for hearing before the Court in _____ Ohio, on the _____ day of
_____, _____ o'clock _____.M.

If you are over age 14 and fail to appear in said Court on or before the time of hearing and select some suitable person to act as your guardian, the Court will appoint a guardian for you, if a guardian is found necessary.

Witness my signature and the seal of the Court, this
_____ day of _____, _____.

Probate Judge
by _____
Deputy Clerk

RETURN

_____ County, Ohio

Received this writ on the _____ day of _____, _____, at _____ o'clock ____ .M., and on the _____ day of _____, _____, I served the same by delivering a true copy thereof personally to

FEES	
Service and return, 1st name,	\$ _____
_____ Additional names, at	_____
_____ Miles traveled, at	_____
<hr style="border-top: 3px double #000;"/>	
Total,	\$ _____

Sheriff

Deputy

AFFIDAVIT OF SERVICE

The State of Ohio, _____ County.

_____, being first duly sworn, says that on the _____ day of _____, _____, he served the within notice by delivering a true copy thereof personally to

Sworn to before me and signed in my presence, this

_____ day of _____, _____.

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

**NOTICE OF HEARING ON APPLICATION FOR APPOINTMENT
GUARDIAN OF MINOR**

To Parent, Known Next of Kin and Person Having Custody
[R.C. 2111.04]

To _____

Address _____

To _____

Address _____

To _____

Address _____

To _____

Address _____

You are hereby notified that _____ filed in this Court an application for
appointment of a guardian limited guardian of the person estate person and estate of the minor.

The application will be for hearing before the Court in _____, Ohio, on the _____ day of
_____, at _____ o'clock _____ .M.

Witness my signature and the seal of the Court, this

_____ day of _____, _____.

Probate Judge
by _____
Deputy Clerk

RETURN

_____ County, Ohio

_____, _____

Received this writ on the _____ day of _____, _____, at _____ o'clock ____ .M., and on the _____ day of _____, _____, I served the same by delivering a true copy thereof personally to

FEES	
Service and return, 1st name	\$ _____
_____ Additional names, at	_____
_____ Miles traveled, at	_____
_____	=====
Total,	\$ _____

Sheriff

Deputy

AFFIDAVIT OF SERVICE

The State of Ohio, _____ County.

_____, being first duly sworn, says that on the _____ day of

_____, _____ he served the within notice by delivering a true copy thereof personally to

Sworn to before me and signed in my presence, this

_____ day of _____, _____

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

**SELECTION OF GUARDIAN BY MINOR
OVER FOURTEEN YEARS OF AGE**

[R.C. 2111.12]

The undersigned hereby selects _____ a resident of _____ County,

Ohio, as Guardian of the person estate person and estate, and respectfully asks the Court to appoint

_____ Guardian.

Signature

Date of Birth

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

FIDUCIARY'S ACCEPTANCE GUARDIAN [R.C. 2111.14]

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court having jurisdiction.

AS GUARDIAN OF THE ESTATE, I WILL:

1. Make and file an inventory of the real and personal estate of the ward within 3 months after my appointment.
2. Deposit funds which come into my hands in a lawful depository located within this state.
3. Invest surplus funds in a lawful manner.
4. Make and file an account biennially, or as directed by the Court.
5. File a final account within 30 days after the guardianship is terminated.
6. Inventory any safe deposit box of the ward.
7. Preserve any and all Wills of the ward as directed by the Court.
8. Expend funds only upon written approval of the Court.
9. Make and file a guardian's report biennially, or as directed by the Court.

AS GUARDIAN OF THE PERSON, I WILL:

1. Protect and control the person of my ward, and make all decisions for the ward based upon the best interest of the ward.
2. Provide suitable maintenance for my ward when necessary.
3. Provide such maintenance and education for my ward as the amount of his estate justifies if the ward is a minor and has no father or mother, or has a father or mother who fails to maintain or educate him/her.
4. Make and file a guardian's report biennially, or as directed by the Court.
5. Obey all orders and judgments of the Court pertaining to the guardianship.
6. Obtain written approval of the Court before executing a caretaker power of attorney authorized by R.C. 3109.52

If I change my address or the ward's address, I shall immediately notify Probate Court in writing.

I acknowledge that I am subject to removal as such fiduciary if I fail to perform such duties. I also acknowledge that I am subject to possible penalties for improper conversion of the property which I hold as such fiduciary.

Date

Fiduciary

PROBATE COURT OF BUTLER COUNTY, OHIO

GUARDIANSHIP OF _____

CASE NO. _____

OATH OF GUARDIAN

[R.C. 2111.02(C)]

[To be taken on Appointment of Guardian]

I, _____, Guardian of

_____, will faithfully and completely fulfill my duties as Guardian, including the duty:

To file, and continue to make diligent efforts to file, a true inventory in accordance with the Ohio Revised Code, and report all assets belonging to the estate of my ward.

To file timely and accurate reports.

To file timely and accurate accounts.

To, at all times, protect my ward's interests and to make all decisions based on the best interest of my ward.

To apply to the Court for authority to expend funds prior to so doing.

To obey all orders and rules of this Court pertaining to guardianships.

Guardian

The above oath was taken and signed in my presence on this _____ day of

_____, _____.

Judge/Magistrate

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

JUDGMENT ENTRY
APPOINTMENT OF GUARDIAN OF MINOR
(R.C. 2111.02)

Upon hearing the application for appointment of guardian herein the Court finds that

is a minor and that a guardianship is necessary.

The Court further finds that all persons who were entitled to notice of the hearing thereon were given or waived notice thereof, that the minor is is not over the age of fourteen years and has has not made a selection of a guardian, whom the Court finds suitable, that the minor is a resident of this county or has legal settlement herein; that this Court has jurisdiction and that grounds exist for the Court to exercise that jurisdiction.

The Court therefore appoints (guardian 1) _____
(guardian 2) _____
a suitable and competent person, guardian limited guardian of the person estate person and estate
of: _____

minor, with the powers conferred as described, and limited to those powers contained in the Letters of Guardianship issued by this Court.

The Court approves the bond as filed.

The Court finds a record of the hearing was waived.

The Court orders Letters of Guardianship issue to:
(guardian 1) _____
(guardian 2) _____

as provided by law.

_____ Date

_____ Probate Judge

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF GUARDIANSHIP OF _____

Case No. _____

LETTERS OF GUARDIANSHIP

[R.C. 2111.02]

_____ is appointed Guardian of
_____, an ___ Incompetent ___ Minor.

Guardian's powers are:

All powers conferred by the laws of Ohio and rules of this Court over the ward's:

___ Person and Estate ___ Person Only ___ Estate Only

Limited to

Those guardianship powers, until revoked, are for an:

___ Indefinite time period

___ Definite time period to _____

The above-named Guardian has the power conferred by law to do and perform all the duties of Guardian as described. No expenditures shall be made without prior Court authorization.

Date

Probate Judge

NOTICE TO FINANCIAL INSTITUTIONS

Funds being held in the name of the within-named Ward shall not be released to Guardian without a Court order directing release of a specific fund and amounts thereof.

CERTIFICATE OF APPOINTMENT AND INCUMBENCY

The above document is a true copy of the original kept by me as custodian of this Court. It constitutes the appointment and letters of authority of the named guardian, who is qualified and acting in such capacity.

(SEAL)

Probate Judge

by _____
Deputy Clerk

Date

**PROBATE COURT OF BUTLER COUNTY, OHIO
JOHN M. HOLCOMB, JUDGE**

GUARDIANSHIP OF _____, A MINOR

CASE NO. _____

NOTICE TO PARENTS

You, as a parent, are required by law to provide for the care, nurture, welfare, support and education of your minor child(ren). Funds and/or assets your minor receives as a result of an insurance settlement, inheritance, or other source belong to your minor child(ren). These funds and/or assets may not be used by you to provide for the care, nurture, welfare, support and education of your minor child(ren) except under extraordinary circumstances. You will be required to prove extraordinary circumstances by means of an affidavit of income and expenses and other documentation the Court may require before the Court will release any funds and/or assets belonging to your minor child(ren).

Date

Father

Date

Mother

NOTICE TO NON-PARENT GUARDIAN/CUSTODIAN

All funds and/or assets a minor receives through an insurance settlement, inheritance, or other source belong to the minor. You, as a non-parent guardian/custodian, may not use the funds and/or assets without first receiving court approval. Before the Court approves any request, you must first submit an application accompanied by documentation supporting your request. Further, before the Court approves an application for expenditures, the Court will review all resources available to the minor, including parental resources, if any.

Date

Guardian

Date

Custodian