

Minor Guardianship

Instructions

Requirements

The minor must be a current resident of Portage County, Ohio. A minor over the age of fourteen years may select a guardian who shall be appointed if suitable. If a minor over the age of fourteen years fails to select a suitable person, an appointment may be made without reference to the minor's wishes.

For more information on Guardianship requirements, please refer to Section 2111 of the Ohio Revised Code, and Portage County Local Rule 66.2

Initial filing

- ☐ Application for Appointment of Guardian of Minor (Form 16.0)
 - Criminal background check of the applicant (see Local Rule 66.1 for requirements)
(must be current within 90 days of filing)
- ☐ Affidavit (Form 16.1)
- ☐ Copy of Minor's Birth Certificate
- ☐ Next of Kin of Proposed Ward (Form 15.0)
- ☐ Waiver of Notice and Consent (Form 15.1)
 - All parties listed on the Next of Kin of Proposed Ward (Form 15.0), who are Ohio residents, must either sign this Consent or be served notice (see Form 16.4)
- ☐ Notice of Hearing on Application for Appointment Guardian of Minor (Form 16.4) *If applicable*
 - All parties listed on the Next of Kin of Proposed Ward (Form 15.0), who are Ohio residents, must either Consent (see Form 15.1) or be served this notice.
- ☐ Selection of Guardian by Minor OVER fourteen years of age (Form 16.2) OR Notice of Hearing for Appointment of Guardian of Minor over 14 years of age (Form 16.3) *If applicable*
- ☐ Oath of Guardian (Form 15.9)
- ☐ Fiduciary's Acceptance (Form 15.2)
- ☐ Parent Death Certificate *If applicable*
- ☐ Juvenile Court Custody Order *If applicable*

Later Filings

- ☐ Guardian's Bond (Form 15.3) *If applicable*
- ☐ Guardian's Inventory (Form 15.5) *If applicable*
 - Due 3 months following the date of Appointment of Guardian
- ☐ Guardian's Account (Form 15.8) *If applicable*
 - Due 1 year following Appointment of Guardian, and then every other year thereafter.
 - See Portage County Local Rule 77 for citations and sanctions of late filings
- ☐ Bank Certificate (Form 15.81) *If applicable*
- ☐ Application to Release Funds to Guardian (Form 15.6) *If applicable*
- ☐ Application for Authority to Expend Funds (Form 15.7) *If applicable*