

CHECKLIST OF DOCUMENTS TO INITIATE A
GUARDIANSHIP PROCEEDING FOR AN INCOMPETENT ADULT

These instructions are being provided as a public service of the Huron County Probate Court, and are intended as a guideline only, not as a comprehensive list of duties. The documents that you file must be typewritten and completed in their entirety.

___ **Filing Fee of \$150.00**

- This is an initial deposit. Additional costs may be required as the matter progresses. This fee may be paid in cash, check payable to the Huron County Probate Court, money order payable to the Huron County Probate Court, or credit/debit card (there is a fee of \$2.00 or 3% to use a credit/debit card)

___ **Form 17.0 – Application for Appointment of Guardian of Alleged Incompetent** (RC 2111.03)

___ **Form 17.1 – Statement of Expert Evaluation** (RC 2111.49 & Sup.R. 66)

- The entire form/appropriate boxes must be completed and can be handwritten
- The evaluation must be dated within sixty days of filing

___ **Form 15.0 – Next of Kin of Proposed Ward** (RC 2111.04)

- List all next of kin (those persons who are closest blood relatives who would stand to inherit if the alleged incompetent died without leaving a will)
- It is the responsibility of the applicant to keep the Court informed of the next of kin's most current addresses. Please file an amended next of kin (15.0) if any addresses change.

___ **Form 15.1 – Waiver of Notice and Consent** (RC 2111.04)

- All next of kin listed on Form 15.0 who are over the age of 18, and not under disability, must sign a Waiver of Notice and Consent or be served notice of hearing by the Probate Court by certified mail

___ **Form 15.2 – Fiduciary's Acceptance** (RC 2111.14)

- Complete name of proposed ward at top, read, sign, and date the form

___ **Affidavit of Guardian Applicant** (Sup.R. 66.05)

- Complete form then sign and date the form in front of Notary Public or Deputy Clerk

___ **Form 15.3 – Guardian's Bond** (RC 2109.04) *If applicable*

- When applying for guardian of estate, the applicant must execute and file a bond for double the amount of personal property and income
- Bond must be executed by the applicant (principal) and the surety company prior to filing with the Court. A copy of the surety's power of attorney must be attached to the bond form

___ **Criminal Background Check** (Sup.R. 66.05)

- Results of criminal background check to be filed at the time of filing the Application for Appointment of Guardian, but no later than the formal hearing on the Application for Appointment of Guardian

___ **Confidential Disclosure of Personal Identifiers Form** (Sup.R. 45(D))

- The Court requires the Social Security Number of the applicant to be listed on this form
- This document is confidential and kept in a separate envelope in the file not viewable to the public

IF YOU CHOOSE TO REPRESENT YOURSELF AND USE THE COURT'S FORMS, PLEASE BE ADVISED THAT STATE LAW PROHIBITS EMPLOYEES OF HURON COUNTY PROBATE COURT FROM PROVIDING YOU WITH LEGAL ADVICE OR ASSISTING YOU IN THE SELECTION OR PREPARATION OF LEGAL FORMS. IF YOU NEED ADDITIONAL ASSISTANCE, YOU WILL NEED TO CONTACT AN ATTORNEY OF YOUR CHOOSING.