

**GEAUGA COUNTY PROBATE COURT
JUDGE TIMOTHY J. GRENDALL**

CHECKLIST – TRANSFER GUARDIANSHIP FROM ANOTHER STATE

These instructions are provided as a public service of the Geauga County Probate Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten or legibly handwritten, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court's Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-226-7339. If you decide to proceed without assistance from your attorney or from the Court's Help Center, then you should read the following before taking any action:

- R.C. § 2112.32

Initial Consideration

When a guardianship is being transferred from another state to this Court, the proposed Guardian must first comply with the requirements to be appointed Guardian by this Court as outlined in Website Checklist titled "Guardianship Incompetent-Adult" or "Guardianship of a Minor," as applicable.

Initial Filing Requirements for Transfer

1. Form GC PF 15.41 – Petition to Accept Transfer Guardianship from Jurisdiction Outside the State of Ohio
2. Form GC PF 15.42 – Notice of Petition to Accept Guardianship from Jurisdiction Outside the State of Ohio
3. Form GC PF 15.43 – Waiver of Notice to Petition to Accept Guardianship from Jurisdiction Outside the State of Ohio
4. Form GC PF 15.44 – Provisional Order to Accept Guardianship from Jurisdiction Outside of the State of Ohio
5. Form GC PF 15.45 – Final Order Confirming Accepting Guardianship from Jurisdiction Outside of the State of Ohio
6. Form 15.0 – Next of Kin of Proposed Ward (this form should provide updated information)
7. Criminal Background Check - Obtain from a probate deputy clerk, when filing the above documents, the Authorization Form – WebCheck Electronic Fingerprinting - see Geauga Probate Local Rule 66.1(E). Arrange for payment of all related fees.
8. Identification - [if applicant is not represented by an attorney - see Geauga Probate Local Rule 78.10]
(1) a government-issued photographic identification (e.g. a current driver's license or passport), and

- (2) evidence of current mailing address (e.g. recent utility bill, bank statement account, property tax bill, voter registration card).ship
- 9. Form GC PF 27.11 - Parental Information - only if Form 15.0 indicates that the Ward has minor child(ren)
- 10. Form 15.2 - Fiduciary Acceptance Guardian
- 11. Form GC PF 15.20 – Guardian’s Affidavit
- 12. GC PF 15.13 - Acknowledgment/Waiver Request of Guardianship Education Requirements
- 13. Determine Bond Requirement - determine surety bond requirements - see Geauga Probate Local Rule 78.17. If appropriate, prepare and file with the Court form GC PF 15.18 - Application to Dispense with Guardian's Bond.
- 14. Court Cost Deposit - arrange for payment of court cost deposit - see the “Probate Court Costs” on the Court’s website. See additional note below regarding indigent Ward.