

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

**CHECKLIST – TRANSFER GUARDIANSHIP TO 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. §§ 2112.31; 2112.21; 2112.22; 2112.23; and 2112.24

**Preliminary Notes**

The Ward must be physically present in or is reasonably expected to move permanently to a state other than Ohio. Additionally, plans for the care and services for the Ward and, if applicable, adequate arrangements for the Ward’s property in that state have been arranged before filing.

**Initial Filing Requirements**

1. Form GC PF 15.31 – Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio
2. Form GC PF 15.32 – Notice of Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio
3. Form GC PF 15.33 – Waiver of Notice to Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio
4. Form GC PF 15.34 – Provisional Order of Transfer Guardianship to Jurisdiction Outside of the State of Ohio
5. Form GC PF 15.35 – Final Order Confirming Transfer Guardianship to Jurisdiction Outside of the State of Ohio
6. Form 15.0 – Next of Kin of Proposed Ward (this form should provide updated information)

**Additional Notes**

- Notice of Hearing – The Court may schedule a hearing. If the Court schedules a hearing and if all interested persons have not signed Form GC PF 15.33 - Waiver of Notice to Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio, then the Guardian shall prepare and deliver Form GC PF 15.32 – Notice of Petition to Transfer Guardianship to Jurisdiction Outside the State of Ohio to those interested persons who have not signed Form GC PF 15.33 and provide the Court with “Proof of Service” using Form GC PF 41.6 - Affidavit Evidencing Service of Notice.

- Post Initial Filing

- After this Court issues a Provisional Order of Transfer, the Applicant shall contact and file the appropriate paperwork in the county and state of the proposed transfer of the guardianship to obtain a provisional order from that court accepting jurisdiction. If that court issues such provisional order, then the Applicant shall promptly file with this Court a certified copy of that court order.
- After this Court issues a Final Order of Transfer, the Applicant shall prepare and file with this Court all documents required by this Court to terminate a guardianship.