

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

**CHECKLIST - RELEASE OF MEDICAL OR FINANCIAL RECORDS**

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.

**FOR MEDICAL RECORDS**

**Preparation**

Review Geauga Probate Local Rule 78.22

Review R.C. 2113.032 and determine whether the applicant is eligible to be appointed as the special commissioner

**Filing Requirements - Report of Receipt of Medical Records and Medical Billing Records**

1. **Copy of Death Certificate** (redact social security number)
2. **Form 1.0 Surviving Spouse, Children, Next of Kin, Legatees and Devisees.**
3. **Form 29.0 - Application to Release of Medical Records and Medical Billing Records**
4. **Form 29.1 – Entry Authorizing Release of Medical Records and Medical Billing Records**
5. **Form GC PF 4.30 - Background Certification and Records Check** - only if not represented by an attorney.
6. **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).
7. **Form 29.3 – Notice of Application to Release Medical Records and Medical Billing Records**
8. **If possible, Form 29.4 - Waiver of Notice / Consent**

9. **Deposit Copy of Will** - If applicant's eligibility to file Form 29.0 is based being name if decedent's will as executor, then file a copy of the decedent's Will with the Court.
10. **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 applicant.

### **Additional Notes**

- If not all persons listed in Form 1.0 have not signed Form 29.4, then the Clerk will serve (or may direct the Filer to serve and provide the Court with Proof of Service) those persons who did not sign Form 29.4 with (1) a copy of Form 29.0 and (2) Form 29.3, and the Court may determine to have a hearing on the application, not sooner than 10 Calendar Days after filing the Application.
- In notice by publication is required, then prepare and file GC Form "GC PF 62.0 Affidavit for Notice by Publication."
- Be sure to timely file Form 29.2 - Report on Receipt of Medical Records and Medical Billing Records." Moreover, if the report is not filed within six months after filing Form 29.0, then prepare and file with the Court as status report – see Geauga Probate Local Rule 78.22.
- Indigent. If the Filer is Indigent and prepares and files form GCPF 65.0 Financial Disclosure Affidavit together with the filing, then the Clerk will permit the filing without payment of the security deposit; provided however that if the Court disapproves that form, then the Filer must pay the security deposit no later than 30 Calendar Days after the court order of disapproval. (See Geauga Probate Local Rule 58.2(A)).

## **FOR FINANCIAL INFORMATION**

Review Geauga Probate Local Rule 78.23

### **Filing Requirements - Release of Financial Information**

1. **Form 1.0 Surviving Spouse, Children, Next of Kin, Legatees and Devisees.**
2. **Form GC PF 4.13 - Application to Release Financial Information**
3. **If possible, Form GC PF 4.14 - Waiver and Consent to Release of Financial Information**
4. **Form GC PF 4.30 - Background Certification and Records Check** - only if not represented by an attorney.
5. **Form GC PF 4.13A - Notice of Application to Release Financial Information**
6. **Copy of Death Certificate** (redact social security number)

7. **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).
8. **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 applicant.

### **Additional Notes**

- Be sure to timely file GC Form GC PF 4.14A - "Report of Findings of Financial Information," as per the court order.
- Indigent. If the Filer is Indigent and prepares and files form GCPF 65.0 Financial Disclosure Affidavit together with the filing, then the Clerk will permit the filing without payment of the security deposit; provided however that if the Court disapproves that form, then the Filer must pay the security deposit no later than 30 Calendar Days after the court order of disapproval. (See Geauga Probate Local Rule 58.2(A)).