

**GEauga COUNTY PROBATE COURT  
JUDGE TIMOTHY J. GRENDELL**

**CHECKLIST – OHIO TRANSFERS TO MINORS ACT PETITION**

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.

**Initial Steps**

- Read R.C. 5814.07
- Obtain a Certified Copy of Birth Certificate for the beneficiary of the custodial assets (the long form showing city, county and state of birth)
- Obtain death certificate or determination of incompetency of current custodian (if current custodian's estate or guardianship is not before this Court)
- Photo I.D. and evidence of current address for applicant if not represented by an attorney
- Copy of most current financial statement or brokerage statement, or other proof of existence property held by the Custodian, balance, and current registration of the custodial asset

**Filing Requirements**

1. **Form GC PF 81.0 – Petition for Designation of Successor Custodian under Ohio Transfers to Minors Acct** (obtain signatures to extent possible on the Waiver of Notice and Consent)
2. **Form GC PF 81.1 – Successor Custodian's Acceptance**
3. **Certified Copy of Birth Certificate for the Beneficiary** (the long form showing city, county and state of birth)
4. **GC PF 4.30 - Background Certification and Records Check**
5. **Death Certificate or Determination of Incompetency** of current custodian (if current custodian's estate or guardianship is not before this Court)
6. **Identification** - [if not represented by an attorney - see Geauga Probate Local Rule 78.10], then (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. **Supporting Documents** – copy of title documents of property held in the UTMA account (e.g., current bank statement or brokerage statements).

## **Additional Notes**

- Notice of Hearing - if the Court sets the petition for hearing, then the applicant shall notify all interested persons using the form GC PF 4.18 – Notice of Hearing, in compliance with Geauga Probate Local Rule 78.13, including proof of service.