

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

**APPLICATION FOR APPOINTMENT OF GUARDIAN
OF MINOR
{R.C. 2111.03 (C)}**

Applicant, a resident of _____ County, Ohio, hereby applies for the appointment of (himself) (herself), or some suitable person as guardian of the following minor and represents that the applicant is not an administrator, executor or other fiduciary of an estate wherein the minor is interested.

| Name of Minor | Age | Date of Birth | Residence or Legal Settlement |
|---------------|-----|---------------|-------------------------------|
| | | | |

Attached is a list of the next of kin of the minor. (Form 15.0)

A guardian is necessary because (R.C. 2111.06),

THE TYPE OF GUARDIANSHIP APPLIED FOR IS

Non-Limited Limited Person and Estate Estate Only Person Only

IF THE APPLICATION IS FOR LIMITED GUARDIANSHIP,

The length (time period) of the guardianship requested is:

Indefinite Definite to _____, 20_____.

The limited powers requested are:

Applicant attaches affidavit pursuant to R.C. 3109.27.

Applicant represents that grounds exist for the Court to exercise its jurisdiction. (Applies to guardianship of person only. R.C. 3109.22).

The Applicant has has not been charged with or convicted of a crime involving theft, physical violence, or sexual, alcohol or substance abuse except as follows (if applicable, state date and place of each charge or each conviction.)



CASE NO. _____

The whole estate of said minor is estimated as follows:

| | |
|--------------------------|-----------------|
| Personal property..... | \$ _____ |
| Real estate..... | \$ _____ |
| Annual rents..... | \$ _____ |
| Other annual income..... | \$ _____ |
| Total | \$ _____ |

Applicant offers the attached bond in the amount of \$_____.

I hereby certify that all the information and statements contained in this application and attached exhibits are correct to the best of my knowledge and belief.

Attorney for applicant

Applicant

Typed or printed name

Typed or printed name

Street

Street

City State Zip

City State Zip

Phone number (include area code)

Phone number (include area code)

Supreme Court Registration Number

I, _____, Attorney-at-law,
hereby certify, that the within instrument was
prepared and/or examined by me, and that the
same, in my opinion, is correct and proper.

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO.: _____

SUPPLEMENTAL GUARDIANSHIP/CONSERVATOR INFORMATION

(Attach to all new and successor guardianship or conservator applications)

GENERAL CASE INFORMATION

(Check one box on each line for items 1 through 7)

1. This is a: guardianship conservatorship
2. This application is a new case successor
3. The subject is a minor incompetent conservator
4. The fiduciary powers are limited unlimited
5. The application is for a person estate person and estate
6. Is this case related to any cause pending in any judicial system?
 Yes No If Yes, describe in detail:

7. A court reporter and official record is waived for the appointment hearing
 waived not waived

(This waiver may be retracted in writing by counsel or guardian at or before the appointment hearing. However, if necessary, the Court may continue the hearing to schedule a reporter.)

INFORMATION CONCERNING THE PROSPECTIVE GUARDIAN/CONSERVATOR

Full Name and AKA: _____

Home Address: _____

Relationship to Ward/Conservatee: _____

Occupation: _____



CASE NO.: _____

Telephone No. (Home): _____ (Work): _____

Applicant (is is not) an administrator, executor, or fiduciary of the estate wherein the proposed ward/conservatee is interest.

INFORMATION CONCERNING THE PROPOSED WARD/CONSERVATEE:

Full Name and AKA: _____

Age: ___ Date of Birth: _____ Male: ___ Female: ___

Legal Settlement or Residence is: _____

_____ in _____ County,

Ohio. Length of residence is: _____ . If the proposed

ward/conservatee is living at an address different from the residence shown above , the address is

_____ .

Name of person, other than the proposed ward/conservatee who may be contacted at the address where proposed ward/conservatee is living: Name _____

Telephone _____

List any problems that proposed ward/conservatee may have in communicating:

List any agencies, either private or public, who have knowledge of the proposed ward/conservatee, and may be aware of assistance in determining the need for guardianship/conservatorship:

INFORMATION CONCERNING NEED FOR GUARDIANSHIP:

Describe briefly the basis for application:

I hereby petition the Court to be appointed guardian/conservator of foregoing proposed ward/conservatee and certify that all the information and statements contained in this application and attached exhibits are correct to the best of my knowledge and belief.

Signature of Attorney of Record

ID#

Signature of Prospective Guardian/Conservator

Signature of Proposed Conservatee (Conservatorship only)

I, _____, Attorney-at-law, hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.

**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO.: _____

**NEXT OF KIN OF PROPOSED WARD
(R.C. 2111.04)**

(NOTE: Specify age and Birthdate of each minor under 16 on the line containing the minor's name. List the name and address of the minor's parent, guardian or custodian on the name and address lines following the minor's address.)

| Service Waived | Relationship | Birthdate Of Minor |
|--------------------|--------------|-----------------------|
| 1. () Name _____ | | |
| Address _____ | Zip _____ | |
| 2. () Name _____ | | |
| Address _____ | Zip _____ | |
| 3. () Name _____ | | |
| Address _____ | Zip _____ | |
| 4. () Name _____ | | |
| Address _____ | Zip _____ | |
| 5. () Name _____ | | |
| Address _____ | Zip _____ | |
| 6. () Name _____ | | |
| Address _____ | Zip _____ | |
| 7. () Name _____ | | |
| Address _____ | Zip _____ | |
| 8. () Name _____ | | |
| Address _____ | Zip _____ | |
| 9. () Name _____ | | |
| Address _____ | Zip _____ | |
| 10. () Name _____ | | |
| Address _____ | Zip _____ | |

Date

Applicant

I, _____, Attorney-at-law,
hereby certify, that the within instrument was
prepared and/or examined by me, and that the
same, in my opinion, is correct and proper



**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

WAIVER OF NOTICE AND CONSENT

We, the undersigned, do each of us hereby waive the issuing and service of notice, and voluntarily enter our appearance herein.

We do hereby consent to the appointment of _____
Or some suitable person as guardian of _____

I, _____, Attorney-at-law,
hereby certify, that the within instrument was
prepared and/or examined by me, and that the
same, in my opinion, is correct and proper



PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

GUARDIANSHIP OF _____

CASE NO. _____

AFFIDAVIT
[R.C. 3127.23]

State of Ohio, County of _____ s.s.

(To be filed only when guardianship of the person of a minor is sought.)

Affiant being first duly sworn, deposes and says:

1. That the child's present address, the places where the child has lived within the last five years, and the names and present addresses of the person(s) with whom the child has lived during that period are:

2. That affiant has (not) participated as a party, witness, or in any other capacity in any litigation concerning the custody of the child(ren) in this or any other state.

3. That affiant has (no) information of any custody proceeding concerning the child(ren) pending in a court of this or any other state.

4. That affiant has (no) knowledge of any person not a party to the proceedings who has physical custody of the child(ren) or claims to have custody or visitation rights with respect to the child(ren).

If 2, 3, or 4 is answered in the affirmative, and the space afforded is insufficient for full explanation, please attach and incorporate herein any necessary information.

Affiant realizes that affiant has a continuing duty to inform the Court of any custody proceedings concerning the child(ren) in this or any other state of which affiant obtains information during the pendency of this proceeding.

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary Public

I, _____, Attorney-at-law, hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.



**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN THE MATTER OF THE GUARDIANSHIP OF _____
CASE NO. _____

**SELECTION OF GUARDIAN BY MINOR
OVER FOURTEEN YEARS OF AGE
(R.C. 2111.12)**

The undersigned hereby selects _____, a resident
of _____ County, Ohio as Guardian of the (**person only**, **estate only** or **person and
estate**), and respectfully asks the Court to appoint _____, Guardian.

Signature

Date of Birth

_____,
_____,

_____,
_____,

I, _____, Attorney-at-law,
hereby certify, that the within instrument was
prepared and/or examined by me, and that the
same, in my opinion, is correct and proper.



PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

CONSERVATORSHIP OF
GUARDIANSHIP OF
ESTATE OF
MISCELLANEOUS
NAME CHANGE OF
TRUST OF _____,

CASE NO. _____

By my signature below, I hereby authorize the release of any and all records or information that your agency may have pertaining to me to the Probate Court of Lucas County, Ohio.

I further understand that my social security number, driver's license number and birthday listed on the attached sheet shall be used for conducting the record check and upon the conclusion of the record check that the attached sheet containing my social security number, driver license number and birth date shall be destroyed.

Date

Typed Name

CONCLUSION OF RECORD CHECK

- Records checked and found to be in order.
- Records checked and found not to be in order.
- Record Check Information Sheet destroyed.
- Record Check Information Sheet returned to attorney.

Date

Deputy Clerk

I, _____, Attorney at law hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.

Attorney Ohio Supreme Court Number

RECORD CHECK
INFORMATION SHEET

Name: _____

Address:

Date of Birth: _____

Social Security Number: _____

Driver License Number: _____

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____
CASE NO. _____

JUDGMENT ENTRY
SETTING HEARING ON APPLICATION FOR APPOINTMENT
OF GUARDIAN

This day _____ appeared in open Court, and filed an application for the appointment of guardian (limited guardian) of the person and estate person only estate only, of _____. It is ordered that the ____ day of _____, 20 ____ at _____ o' clock ____ (a.m. / p.m.), be and is hereby fixed as the time of hearing said application before this Court. It is further ordered that written notice be served personally upon minors over fourteen years of age and in the manner as is provided by law upon all others entitled to receive the same.

Date

Judge Jack R. Puffenberger

I, _____, Attorney-at-law, hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.



PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

NOTICE OF HEARING FOR APPOINTMENT
OF GUARDIAN OF MINOR
To Minor Over Age 14
[R.C. 2111.04]

To _____

Address _____

You are hereby notified that an application was filed in the Court by _____

_____ for the appointment of a (limited) guardian for your (person and estate).

A minor over the age of fourteen years may select a guardian who shall be appointed if a suitable person. If such minor fails to select a suitable person, an appointment may be made without reference to the minor's wishes.

The application will be for hearing before the Probate Court in _____

_____ on the _____ day of _____, 20____ at _____ o'clock _____ .M.

If you are over age 14 and fail to appear in said Court on or before the time of hearing and select some suitable person to act as your guardian, the Court will appoint a guardian for you, if a guardian is found necessary.

Witness my signature and the seal of the Court,

this _____ day of _____, 20____

Judge *Res. U&U ~^} à^! * ^!*

By: _____

Deputy Clerk

CASE NO. _____

RETURN

_____ County, Ohio
_____, 20____

Received this writ on the _____ day of _____, 20____, at _____ o'clock
____.M., and on the _____ day of _____, 20____, I served the same by
delivering a true copy thereof personally to

_____ Fees _____

Service and return, 1st name \$ _____

_____ Additional names, at _____

_____ Miles traveled, at _____

_____ Sheriff

Total \$ _____

AFFIDAVIT OF SERVICE

The State of Ohio, _____ County.

_____, being first duly sworn, says that on the

_____ day of _____, 20____, the within notice was served by delivering a true

copy thereof personally to _____

Sworn to before me and signed in my presence, this _____ day of _____, 20____

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

NOTICE OF HEARING ON APPLICATION FOR APPOINTMENT GUARDIAN OF MINOR
To Parent, Known Next of Kin and Person Having Custody
[R.C. 2111.04]

To _____

Address _____

To _____

Address _____

To _____

Address _____

You are hereby notified that _____ filed in this Court an application for appointment of a (limited) guardian of the (person and estate) of the minor.

The application will be for hearing before the Probate Court in _____

On the _____ day of _____, 20____ at _____ o'clock _____ .M.

Witness my signature and the seal of the Court,

this _____ day of _____, 20____

(Seal)

Judge _____

By: _____

Deputy Clerk

FORM 16.4 NOTICE OF HEARING ON APPLICATION FOR APPOINTMENT
GUARDIAN OF MINOR
TO PARENT, KNOWN NEXT OF KIN AND PERSON HAVING CUSTODY

Amended: March 15, 2016
Discard all previous versions of this form

CASE NO. _____

RETURN

_____ County, Ohio
_____, 20____

Received this writ on the _____ day of _____, 20____, at _____ o'clock
____.M., and on the _____ day of _____, 20____, I served the same by
delivering a true copy thereof personally to

_____ Fees _____

Service and return, 1st name \$ _____

_____ Additional names, at _____

_____ Miles traveled, at _____

Sheriff _____

Total \$ _____

AFFIDAVIT OF SERVICE

The State of Ohio, _____ County.

_____, being first duly sworn, says that on the
_____ day of _____, 20____, the within notice was served by delivering a true copy
thereof personally to _____

Sworn to before me and signed in my presence, this _____ day of _____, 20____

**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

FIDUCIARY'S ACCEPTANCE

GUARDIAN

[R.C. 2111.14]

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court having jurisdiction.

AS GUARDIAN OF THE ESTATE, I WILL:

1. Make and file an inventory of the real and personal estate of the ward within 3 months after my appointment.
2. Deposit funds which come into my hands in a lawful depository located within this state.
3. Invest surplus funds in a lawful manner.
4. Make and file an account biennially, or as directed by the Court.
5. File a final account within 30 days after the guardianship is terminated.
6. Inventory any safe deposit box of the ward.
7. Preserve any and all Wills of the ward as directed by the Court.
8. Expend funds only upon written approval of the Court.
9. Make and file a guardian's report biennially, or as directed by the Court.

AS GUARDIAN OF THE PERSON, I WILL:

1. Protect and control the person of my ward, and make all decisions for the ward based upon the best interest of the ward.
2. Provide suitable maintenance for my ward when necessary.
3. Provide such maintenance and education for my ward as the amount of the estate justifies if the ward is a minor and has no parents, or has a parent who fails to maintain and educate the ward.
4. Make and file a guardian's report biennially, or as directed by the Court.
5. Obey all orders and judgments of the Court pertaining to the guardianship.
6. Obtain the written approval of the Court before executing a caretaker power of attorney authorized by R.C. 3109.52.

If I change my address or the ward's address, I shall immediately notify Probate Court in writing. I acknowledge that I am subject to removal as such fiduciary if I fail to perform such duties. I also acknowledge that I am subject to possible penalties for improper conversion of the property which I hold as such fiduciary.

Date

Fiduciary

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

GUARDIANSHIP OF _____

CASE NO. _____

OATH OF GUARDIAN

[R.C. 2111.02 (C)]

[To be taken on Appointment of Guardian]

I, _____, Guardian of

_____, will faithfully and completely fulfill my

duties as Guardian, including the duty:

- To file, and continue to make diligent efforts to file, a true inventory in accordance with the Ohio Revised Code, and report all assets belonging to the estate of my ward.
- To file timely and accurate reports.
- To file timely and accurate accounts.
- To, at all times, protect my ward's interests and to make all decisions based on the best interest of my ward.
- To apply to the Court for authority to expend funds prior to so doing.
- To obey all orders and rules of the Court pertaining to guardianships.

Guardian

The above oath was taken and signed in my presence on this ____ day of _____, 20__.

Judge Jack R. Puffenberger/Magistrate

I, _____, Attorney-at-law,
hereby certify, that the within instrument was
prepared and/or examined by me, and that the
same, in my opinion, is correct and proper.



PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

JUDGMENT ENTRY
APPOINTMENT OF GUARDIAN OF MINOR
(R.C. 2111.02)

Upon hearing the application for appointment of guardian herein the Court finds that:

(is a)(are) minor(s) and that a guardianship is necessary.

The Court further finds that all persons who were entitled to notice of the hearing thereon were given or waived notice thereof, that the minor is (not) over the age of fourteen years (and has (not) made selection of a guardian, who the Court finds suitable), that the minor is a resident of this county or has legal settlement herein; that this Court has jurisdiction and that grounds exist for the Court to exercise that jurisdiction.

The Court therefore appoints _____, a suitable and competent person, (limited) guardian of the (person and estate) of:

minor(s), with the powers conferred as described, and limited to those powers contained in the Letters of Guardianship issued by this Court.

The Court approves the bond as filed.

The Court finds a record of the hearing was waived.

The Court orders Letters of Guardianship issued to _____ as provided by law.

Date

Judge Jack R. Puffenberger

I, _____, Attorney-at-law, hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.



PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO.: _____

LETTERS OF GUARDIANSHIP
(R.C. 2111.02)

_____ is appointed Guardian of
_____, an Incompetent Minor.

Guardian's powers are:

All powers conferred by the laws of Ohio and rules of this Court over the ward's:

Person and Estate Person Only Estate only

Limited to:

Those guardianship powers, until revoked, are for an:

Indefinite time period

Definite time period to _____

The above-named Guardian has the power conferred by law to do and perform all the duties of Guardian as described. No expenditures shall be made without prior Court authorization.

Date

Judge Jack R. Puffenberger

NOTICE TO FINANCIAL INSTITUTIONS
Funds being held in the name of the within-named Ward shall not be released to Guardian without a Court Order directing release of a specific fund and amounts thereof.

CERTIFICATE OF APPOINTMENT AND INCUMBENCY

The above document is a true copy of the original kept by me as custodian of this Court. It constitutes the appointment and letters of authority of the named guardian, who is qualified and acting in such capacity.

{Seal}

Judge Jack R. Puffenberger

By _____
Deputy Clerk

Date

I, _____, Attorney-at-law,
hereby certify, that the within instrument was
prepared and/or examined by me, and that the
same, in my opinion, is correct and proper.



**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

STATE OF OHIO)
)
COUNTY OF _____) SS:

AFFIDAVIT OF GUARDIAN APPLICANT

Guardianship of: _____
Case Number: _____

I, _____ affirm the following:
(Name)

I have no pending misdemeanor or felony cases and have not been convicted of or pleaded guilty to any misdemeanor or felony offense; OR

I have pending misdemeanor or felony cases or have been convicted of or pleaded guilty to a misdemeanor or felony offense. (List below any pending cases or convictions that have not been sealed pursuant to R.C. 2953.31-2953.62.)

| DATE | TYPE OF CHARGE | COURT NAME | PENDING / | CONVICTED / | PLEADED GUILTY |
|-------|----------------|------------|-----------|-------------|----------------|
| _____ | _____ | _____ | Pending | Convicted | Pleaded Guilty |
| _____ | _____ | _____ | Pending | Convicted | Pleaded Guilty |
| _____ | _____ | _____ | Pending | Convicted | Pleaded Guilty |
| _____ | _____ | _____ | Pending | Convicted | Pleaded Guilty |

I understand that I have a duty to notify Lucas County Probate Court within seventy-two hours if the information contained in this affidavit should change.

Signature of Applicant

SWORN TO, BEFORE ME, and subscribed in my presence, on this _____ day of _____, 20____.

Notary Public / Deputy Clerk

Printed Name of Notary Public
Commission Expiration Date: _____

(Affix seal here)