

**PROBATE COURT OF CLARK COUNTY, OHIO  
RICHARD P. CAREY, JUDGE**

**GUARDIANSHIPS FOR MINORS – ESTATES**

1. Papers must be typewritten. Fill in all blanks except Case No. and hearing date.
2. Payment of Court Costs at time of filing - \$104.00
3. Next of Kin of Proposed Ward must have the mother and father listed. If the father is unknown, this must be noted. If the father is known but paternity has not been established, this must also be noted.
4. The minor guardianship papers are to be signed by the **person** making application. If the parent is not the one making application, then the only paper that the parents sign is the WAIVER OF NOTICE AND CONSENT.
5. If unable to obtain a WAIVER from either parent, then a notice will be issued to the parent not waiving. This costs extra. The Court will collect an additional charge of \$5.00 for the notice, \$10.59 for a Request for Service and postage for certified mail. A Request for Service is required for service by certified mail. Postage will vary according to postal rates at the time of filing.
6. If the minor is 14 years of age or over, the minor must have personal service of the date and time of hearing seven (7) days prior to the hearing. A Deputy Clerk of the Probate Court will call to confirm a hearing date and you will be required to bring the minor into the Court for personal service.
- 7. ONLY THE APPLICANT (PERSON APPLYING FOR THE GUARDIANSHIP) AND THE MINOR ARE REQUIRED TO BE PRESENT AT THE HEARING.**

Legal Practice in the Probate Court is restricted by law to attorneys who are licensed by the Supreme Court of Ohio. If an individual wishes to handle his or her own case, that person may attempt to do so, however due to the complexity of the law and desire to avoid costly errors, most individuals who have matters before the Court are represented by an attorney.

Court employees including the Judge are prohibited by statute from giving legal advice which includes selection and preparation of documents.