

**PROBATE COURT OF CLARK COUNTY, OHIO**  
***Richard P. Carey, Judge***

**GUARDIANSHIPS FOR MINORS**

1. Papers must be typewritten. Fill in all blanks except Case No. and hearing date.
2. Payment of Court Costs at time of filing - \$89.00
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 the application. The only paper that the parents sign is the WAIVER OF NOTICE AND CONSENT.
5. You must obtain a WAIVER from at least one parent. If unable to obtain a WAIVER from the other parent, then a notice will be issued to the parent not waiving. This requires additional costs as follows. The Court will collect an additional charge of \$15.59 for the Request and Notice and postage for 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. All members of the household over the age of 18 will be required to be fingerprinted. (see separate sheet)
8. ONLY THE APPLICANT (PERSON APPLYING FOR THE GUARDIANSHIP) AND THE MINOR ARE REQUIRED TO BE PRESENT AT THE HEARING. PARENTS ARE NOT REQUIRED TO ATTEND THE HEARING.
9. If you are unable to fill out the papers, DO NOT CALL THE COURT FOR ASSISTANCE. You must contact an ATTORNEY.
10. Forms can be obtained from our website at [www.probate.clarkcountyohio.gov](http://www.probate.clarkcountyohio.gov)

