

**PROBATE COURT OF ALLEN COUNTY, OHIO
TODD E. KOHLRIESER, JUDGE**

ATTENTION:

The following instructions are provided as a general guideline to help guardians who are transferring a guardianship from Allen County Probate Court to a court in another state. These instructions are not comprehensive and may not apply in every case.

The employees of the Court are not allowed to give legal advice. This means that they cannot give you advice that is specific to your case and cannot help you fill out the forms. If you need case-specific advice or help filling out forms, you are strongly encouraged to speak with an attorney who is experienced in guardianship matters.

PRE-FILING INSTRUCTIONS

Please answer the following questions before you complete and file this packet:

Provide the case name and case number of the guardianship:

Case Name: In the Matter of the Guardianship of _____

Case Number: _____GD_____

Provide the name and state of the court you wish to transfer the guardianship to:

Court Name: _____

State: _____

NOTE: If you are transferring the guardianship to a court in Florida, Kansas, Michigan, Texas or Wisconsin, you MAY NOT use this packet.

PART ONE:

File the following documents with the Allen County Probate Court.

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| <input type="checkbox"/> Petition to Transfer Guardianship | 620 Form | Complete the form. Sign on the Attorney's signature line and/or the Guardian's signature line. |
| <input type="checkbox"/> Next of Kin of Ward | 15.0 Form | Complete the form. Sign on the Applicant's signature line. |
| <input type="checkbox"/> Waiver of Notice and Consent to Transfer of Guardianship | 622 Form | Complete the form. Any next of who are waiving service must print their name and sign on the signature line. |
| <input type="checkbox"/> Affidavit – Search for Address | 623 Form | Only use if you are unable to determine the address of any next of kin.
Complete the form. Sign on the Affiant's signature line in the presence of a notary or Deputy Clerk. |

Provisional Order to Transfer Guardianship 624 Form Insert the case name and number. Judge will complete the rest of the form.

File the petition with Allen County Probate Court, 1000 Wardhill Ave., Lima, OH 45805. The filing fee deposit is \$125.00. Make check or money order payable to "Allen County Probate Court".

When signed/approved by the Judge, a Certified Copy of the Provisional Order will be provided to you or to your attorney, if you are represented by counsel. You will be notified in writing if the Provisional Order is not signed/approved.

PART TWO:

Depending on the other court's requirements, you may need to file additional documents with the other court. You must contact the other court to find out what its requirements are. You will also need to check to see if there will be any court costs in that court.

File the certified copy of the Provisional Order with the court you are transferring the guardianship to.

Once you have met the other court's requirements, the other court will file a Provisional Order to Accept Transfer of Guardianship.

PART THREE:

Request a certified copy of the Provisional Order to Accept Transfer of Guardianship from the other court. File the following documents with Allen County Probate Court.

- Guardian's Account 15.8 Form **If you are guardian of the estate.**
Complete the form and sign the Attorney's signature and/or the Guardian's signature line. Attach any necessary documentation, such as receipts, vouchers, bank statements, and/or bank certificates.
- Certified copy of Provisional Order to Accept Transfer of Guardianship
- Final Order to Transfer Guardianship 625 Form Provide the case name and number. The Judge will complete the form and file the form if approved.
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PART FOUR: Request a certified copy of the Final Order to Transfer Guardianship from Allen County Probate Court. File the certified copy of the order with the other court.

Upon the filing of the Final Order to Transfer Guardianship the Allen County Probate Court guardianship will be terminated. Unless otherwise ordered the case will be closed when the Final Order has been filed and all costs have been paid.