

Thomas A. Swift, Judge
TRUMBULL COUNTY PROBATE COURT
161 High Street
Warren, Ohio 44481
(330) 675-2521
fax: 675-2524
www.trumbullprobate.org

GUARDIANSHIP OF A MINOR
[R.C. 2111.03(C)]

What it will cost: The court collects a deposit when the application is filed.
person only: \$161.00 | estate only: \$161.00 | person & estate: \$161.00

What it will do: Although a Letter of Guardianship and a Custody Order are similar in nature, they are entirely two different processes with different responsibilities and different parameters. The applicant should investigate both procedures if unsure as to what would be in the best interest of the minor.

Under Local Court Rule 34.4, an application for the appointment of a guardian of a minor shall not be filed if the only reason for the guardianship is to establish a residency for school purposes. Custody for school purposes is a matter to be heard and determined in the Juvenile Division of the Court of Common Pleas.

What to expect: The applicant will need to complete the packet of forms. ***Please note: The minor must be a resident of Trumbull County.*** Please type or print legibly in blue or black ink and sign where indicated; these are official court documents. **A certified copy of the minor's birth certificate must accompany the application.** The applicant's signature on the affidavits must be witnessed by a notary public.

Once the application has been accepted for filing, the application is docketed and sent to the Assignment Clerk to schedule a hearing. A hearing is generally scheduled within two to three weeks. The applicant will be notified by mail of the hearing date and time.

Within thirty days of filing the application, the applicant will need to submit to a criminal background check with the Trumbull County Sheriff's Department. Call the Sheriff's Department at 330-675-2540 for an appointment. Take the consent form and \$25.00 to the Sheriff's Department at your scheduled time. Results will be sent to the probate court and forwarded to the applicant.

A minor aged 14 and over will need to appear at the Probate Court filing counter at least seven days before the hearing to receive personal service. If this deadline is not met, it may be necessary to reschedule the hearing at additional costs to the guardianship.

On the day of the hearing, the applicant will want to arrive 10 to 15 minutes early and check in with the Probate Court's receptionist in the front office.

At the hearing, the magistrate will review the application and explain the guardian's duties. After the magistrate has approved the application, the applicant will sign an Oath of Guardian and receive your Letters of Guardianship. (If the application is contested, a evidentiary hearing will be needed).