

**CUYAHOGA COUNTY COURT OF COMMON PLEAS  
PROBATE DIVISION  
CUYAHOGA COUNTY, OHIO**

**CHECKLIST FOR FILING APPLICATIONS FOR APPOINTMENT OF GUARDIAN OF MINOR**

Submitting the required documents does not guarantee approval of the Application

All forms must be typed or legibly printed (clear, readable text) in black or blue ink

Applications *must* be signed and all applicable fields completed

**Required documents that are mandatory for the Court to accept the Application for Appointment of Guardian of Minor for filing:**

- Form 16.0 - Application for Appointment of Guardian of Minor
- Form 15.0 - Next of Kin of Proposed Ward
  - A parent's name must be listed on this form even if their whereabouts are unknown
  - If a parent's identity is unknown, this must be specified on this form
  - An Affidavit in Support of Publication must be filed if a next of kin's identity or whereabouts are unknown
- Form 16.1 – Affidavit
- Form 66.05 - Affidavit of Guardian Applicant (Not required for attorney applicants)
- Photocopy of the minor's Birth Certificate

**These supplemental documents are not mandatory for the Court to accept the Application for Appointment of Guardian of Minor for filing; however, the Application for Appointment of Guardian of Minor should be supplemented with these documents prior to hearing, if applicable:**

- Waiver of Notice and Consent (Form 15.1)
  - The Waiver of Notice and Consent must be signed by the minor's parent(s), if obtainable. An Applicant must make all efforts to obtain the parent's consent
- Selection of Guardian by Minor over 14 Years of Age (Form 16.2), if applicable
- Photocopy of Death Certificate(s) of parent(s), if applicable