

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

CHECKLIST FOR FILING APPLICATIONS TO SETTLE A MINOR'S CLAIM

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 to Settle a Minor's Claim for filing:

- Form 22.0 - Application to Settle a Minor's Claim
- 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 22.2 - Entry Approving Settlement of Minor's Claim (Proposed Entry)
- Photocopy of the minor's Birth Certificate

These supplemental documents are not mandatory for the Court to accept the Application to Settle a Minor's Claim for filing; however, the Application to Settle a Minor's Claim cannot be approved without the following, if applicable:

- Narrative statement describing the basis for the minor's claim
- Waiver and Consent to Settle Minor's Claim (Form 22.1), if applicable
 - Noncustodial parents whose consent is not obtained shall be entitled to seven days' notice of the application to settle the minor's claim. (Sup.R. 68.) The Applicant must provide the name and address of the non-consenting parent(s) on the Next of Kin Form 15.0 at the time of filing
- Photocopy of Death Certificate(s) of parent(s), if applicable
- Photocopy of the Juvenile Court Judgment Entry designating the Applicant as the minor child's legal custodian, if applicable
- If the settlement will be structured, information regarding the terms of the structure and the rating of the proposed company/institution
- Signed attorney fee agreement, if applicable
- List of lawsuit expenses, if applicable
- List of unreimbursed medical expenses, if applicable
 - Applicant must provide the final Medicaid lien, if applicable
- A current statement of an examining physician in respect to the injuries sustained, the extent of recovery, and the permanency of any injuries. (Sup.R. 68.)