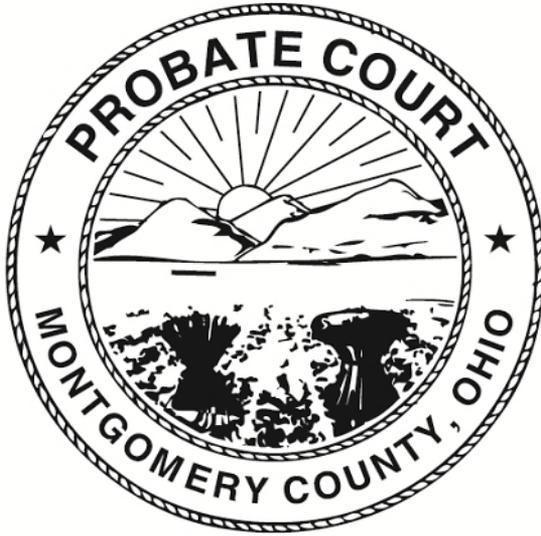


MONTGOMERY COUNTY PROBATE COURT
GUARDIAN'S HANDBOOK

41 N. Perry Street • 2nd Floor • Dayton, Ohio 45422
www.mcoho.org/probate/guardianship



ALICE O. McCOLLUM, JUDGE



Judge Alice O. McCollum received her B.A. in Mathematics from the University of North Carolina at Greensboro and her J.D. from the University of Cincinnati. In 1978, Judge McCollum became the first woman elected as a Judge of the Dayton Municipal Court, where she served for twenty-four years. In 2002, Judge McCollum became the first woman elected as Judge of the Montgomery County Probate Court. She was reelected in November 2008 and November 2014. Judge McCollum is an

active and committed community volunteer.

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INTRODUCTION

Guardians play a vital role in ensuring that the needs of the most vulnerable members of our community are met. These people include the elderly, mentally ill or impaired, developmentally disabled, and children. While most of these people will never need the help of a guardian, many will. Your service as a guardian will ensure that at least one vulnerable person receives the help that he or she needs.

Because of the vital role guardians play, serving as a guardian is often a very rewarding experience. However, it is not without challenges. Recognizing these challenges, in 2016, Montgomery County Probate Court created a Guardianship Department. The Guardianship Department provides a variety of education and support services for guardians. Information about these programs is available at the Court and on the Court's website.

In addition to education and support services, the Guardianship Department provides a Guardian's Handbook to new guardians. This handbook is a general reference that contains information about what guardianship is, how to apply for guardianship and how to serve as a guardian. It also contains information about the duties and responsibilities of guardians.

The Guardianship Department hopes that you find this handbook informative and helpful. However, please remember that it is not a comprehensive legal reference. Nor is it a substitute for legal advice, which Court employees are prohibited from giving. Legal advice includes giving case-specific advice and telling an applicant or a guardian how to select and complete forms.

If you need legal advice, you are strongly encouraged to consult with an attorney who is experienced in guardianship matters.

WHAT IS GUARDIANSHIP?

Guardianship is a relationship in which one person, called a guardian, is appointed by the Probate Court to protect, make decisions and act for another person, called a ward.

In order to serve as a *guardian*, one must be a competent and suitable adult. To serve as a guardian of the estate, one must also be a resident of the state of Ohio.

A *ward* may be an adult incompetent or a minor. An *adult incompetent* is an adult who is unable to take care of himself or herself, or his or her property, as a result of mental impairment or illness, developmental disability, or chronic substance abuse. A *minor* is a person who is under eighteen years of age.

TYPES OF GUARDIANSHIP

Generally, there are two types of guardianships: guardianships of the person and guardianships of the estate. Under some circumstances, Ohio law also allows for the appointment of a limited guardian, interim guardian, emergency guardian, or conservator.

A *guardian of the person* makes decisions about the ward's personal matters, such as housing, medical care, recreation, and education. A *guardian of the estate* makes decisions about the ward's financial matters, such as how to invest and spend the ward's income and assets.

A *limited guardian* may be appointed to make decisions for a specific purpose or period of time. An *interim guardian* may be appointed for a short period of time if a guardian is removed or resigns. An *emergency guardian* may be appointed for a short period of time if immediate action is required to protect a ward or a ward's assets from significant harm.

A *conservator* may be appointed to help an adult who is competent, but physically infirm.

GUARDIAN EDUCATION

All guardians of adult incompetents must complete a six-hour Fundamentals of Adult Guardianship class within six months of their appointment.

After completing the Fundamentals class, guardians who *are not* related to their ward must complete a three-hour Continuing Education Course every year. Guardians who *are* related to their ward must complete one three-hour Continuing Education class per year for the next two years.

Guardians who are subject to the guardian education requirement in a given year must file a **Notice of Completion of Guardian Education** (M.C. Form 17.0I) with their Guardian's Report or Guardian's Account.

Fundamentals and Continuing Education classes are offered by the Ohio Supreme Court Judicial College and Montgomery County Probate Court. Information about these courses is available at the Court and on the Court's website.



ADULT GUARDIANSHIP

ESTABLISHING THE GUARDIANSHIP

Filing the Application

In the case of an adult incompetent, the guardianship process begins when a family member, friend, or other concerned person files an application to be appointed guardian of the adult. The person who files the application is called the *applicant*. The adult is called the *proposed ward*.

Before filing an application, the applicant must meet with the proposed ward. At the meeting, the applicant should explain the role of a guardian and the rights of a ward.

After meeting with the proposed ward, the applicant may file an application in the proposed ward's county of residence. If the proposed ward's county of residence is Montgomery County, then the applicant may file an **Adult Guardianship Application Packet**. This packet includes the forms required to apply for guardianship, as well as instructions for completing them. Some of the key forms are described below.

- **Application for Appointment of Guardian of Alleged Incompetent** (Form 17.0). This form is completed by the applicant. It states that the proposed ward is incompetent and that a guardianship of the person, estate, or both is necessary.
- **Statement of Expert Evaluation** (Form 17.1). This form is completed by a licensed physician or licensed clinical psychologist. This form supports the statement that the proposed ward is incompetent.
- **Next of Kin of Proposed Ward** (Form 15.0). This form is completed by the applicant. It identifies the proposed ward's next of kin and their addresses. Next of kin are persons who would be entitled to inherit



from the proposed ward if he or she were to die without a will. Next of kin may include spouses, children, parents, and siblings, even if they are not active in the proposed ward's life.

- **Guardian's Bond** (Form 15.3). This form is completed by the applicant and bonding agent if the applicant is applying for guardianship of the estate. A bond is insurance to protect a ward's assets from theft or loss caused by a guardian's failure to properly perform his or her duties. The amount of the bond must be at least twice the estimated value of the proposed ward's personal property and annual income.

Setting the Application for Hearing

After the guardianship application has been filed, the Court sets the application for hearing before a Magistrate. The application is then referred to the Court Investigator, who investigates the proposed ward's circumstances and prepares a **Court Investigator's Report on Proposed Guardianship** (Form 17.8).

In addition, the Court Investigator personally serves the proposed ward with **Notice to Prospective Ward of Application and Hearing** (Form 17.3), which includes the proposed ward's rights. These rights include:

- The right to contest the application.
- The right to attend the hearing.
- The right to have a record of the hearing made.
- The right to introduce evidence of less restrictive alternatives to guardianship at the hearing.
- The right to be represented by an attorney, and if the proposed ward is indigent, to have an attorney appointed at court expense.
- The right to have a friend or family member attend the hearing.
- The right to introduce evidence of an independent expert evaluation at the hearing, and if the proposed ward is indigent, to have a doctor appointed at court expense.

The Court mails notice of the hearing and application to any other persons entitled to service. These persons typically include the proposed ward's next of kin who reside in Ohio. With the exception of the proposed ward, service may be waived by any competent adult who executes a **Waiver of Notice and Consent** (Form 15.1).

Hearing and Appointment

The hearing on the guardianship application typically is held six to eight weeks after the application is filed, unless all persons entitled to service have executed waivers, in which case it may be held earlier. The applicant must attend the hearing. The proposed ward may, but is not required to, attend the hearing.

At the hearing, the Magistrate hears evidence in order to determine whether the proposed ward is incompetent, whether guardianship is necessary and whether the applicant is suitable and competent to serve as guardian. This evidence may include the Statement of Expert Evaluation, Court Investigator's Report on Proposed Guardianship, and testimony from the applicant, proposed ward, interested parties, and witnesses.

If the Magistrate finds that the proposed ward is incompetent, that guardianship is necessary and that the applicant is suitable and competent to serve as guardian, the Magistrate will issue a Magistrate's Decision recommending that the Court grant the application. The Magistrate's Decision is not effective until it is adopted by the Judge in a Judgment Entry. Notice of the Magistrate's Decision and Judgment Entry is mailed to the applicant, the proposed ward, and any other persons entitled to service.

If the application is granted, the applicant will sign a **Fiduciary's Acceptance - Guardian** (Form 15.2) and an **Oath of Guardian** (Form 15.9). In the Fiduciary's Acceptance, the applicant accepts the duties of guardian; in the Oath of Guardian, the applicant swears to faithfully and competently fulfill the duties of guardian.

Once the required documents have been signed and filed, the Court issues **Letters of Guardianship** (Form 15.4). The Letters of Guardianship show that the applicant is authorized to act as guardian of the person, estate, or both, of the ward.

ADMINISTERING THE GUARDIANSHIP

Guardians of adult incompetents have too many duties and responsibilities to list them all in this handbook. However, their primary duties are to protect the ward and to make decisions and act in the ward's best interest. In fulfilling these duties, they must obey all laws, rules, and orders of the Court.

Guardianship of the Person

The guardian of the person is responsible for making decisions about the ward's personal matters. The guardian must meet with the ward at least once every three months, and ensure that the ward has appropriate shelter, food, clothing, medical care, and opportunities for educational, recreational, and social activities.

The guardian of the person is also responsible for filing reports with the Court. Many of these reports are included in the **Guardian of the Person Reporting Packet**, which is available at the Court and on the Court's website. These reports include:

- **Report of Ward's Legal Documents** (M.C. Form 17.0M). The guardian must file this form within three months of the guardian's appointment, if the ward has any legal documents, such as wills, trusts, powers of attorney, or advance directives.
- **Guardian's Report** (Form 17.7). The guardian must file this form every year on the anniversary of the guardian's appointment. This form is completed by the guardian, and addresses the ward's care during the *past* year.
- **Annual Guardianship Plan** (M.C. Form 17.0L). The guardian must file this form every year on the anniversary of the guardian's appointment. This form is completed by the guardian, and addresses plans for the ward's care during the *next* year.
- **Statement of Expert Evaluation** (Form 17.1). The guardian must file this form every two years on the anniversary of the guardian's appointment, unless it has been waived by the Court. This form is completed by a licensed physician, licensed clinical psychologist, licensed independent social worker,

licensed professional clinical counselor, or mental retardation team.

- **Application to Waive Statements of Expert Evaluation** (M.C. Form 17.D). The guardian is not required to file this form, but may do so if a licensed physician or licensed clinical psychologist signs the Guardian’s Report Addendum on the Statement of Expert Evaluation.

In addition to the above forms, if the ward moves, the guardian is responsible for filing a **Notice of/Application for Change of Residence of Ward** (M.C. Form 17.0D) at least ten days before the move. If the move is to another county or to a more restrictive setting—for example, from the ward’s home to a group home, or from a group home to an intermediate care facility or extended care facility—the guardian must obtain a signed entry approving the application before the move takes place.

Guardianship of the Estate

The guardian of the estate is responsible for making decisions about the ward’s financial matters. *Because these decisions can quickly grow complex, guardians of the estate are strongly encouraged to retain the services of an attorney who is experienced in guardianship matters.*

The guardian must take all reasonable steps to locate, collect and preserve the ward’s assets and to pay or dispute the ward’s debts, including the ward’s income taxes and property taxes. The guardian must maintain legible, accurate records of the receipt and expenditure of the ward’s assets.

The guardian of the estate is also responsible for filing reports with the Court. Many of these reports are included in the **Guardian of the Estate Reporting Packet**, which is available at the Court and on the Court’s website. These reports include:

- **Guardian’s Inventory** (Form 15.5). The guardian must file this form within three months of the guardian’s appointment. This form identifies and provides a value for each of the ward’s assets on the date of the guardian’s appointment. The ward’s assets may include cash, uncashed checks, funds in checking and savings accounts, certificates of deposit, stocks, bonds,

promissory notes, business interests, life insurance policies, real property, motor vehicles, furniture, antiques, artwork, jewelry, and other assets. Determining the value of some assets may require the assistance of a qualified appraiser.

- **Application to Release Funds to Guardian** (Form 15.6). The guardian must file this application and obtain a signed entry approving the application before accessing the ward's funds. After obtaining the entry, the guardian must deposit the ward's funds in an interest-bearing guardianship account at an approved bank or investment institution. The guardian must invest the ward's surplus funds in accordance with Ohio Rev. Code §§ 2109.37 and 2109.371.
- **Application for Authority to Expend Funds** (Form 15.7). *The guardian must file this application and obtain a signed entry approving the application before expending, or spending, the ward's funds.* After obtaining the entry, the guardian may spend the ward's funds as authorized. The guardian may not use a debit or automated teller machine (ATM) card to spend the ward's funds. The guardian must obtain a cancelled check or receipt for each expenditure, indicating its amount and purpose.
- **Guardian's Account** (Form 15.8). The guardian must file this form every year. The first Guardian's Account is due on the anniversary of the guardian's appointment; subsequent Guardian's Accounts are due every year thereafter. The account is completed by the guardian, and includes an itemization of assets and income received and expended during the year, as well as the balance remaining in the guardianship estate. The guardian must submit a canceled check or receipt verifying each expenditure and must submit **Bank Certificates** (Form 15.81) or bank statements verifying the balance remaining in bank accounts.

In addition to the responsibilities listed above, the guardian is responsible for the following:

- Initiating legal proceedings for the ward, if it is in the ward's best interest to do so. The guardian must file an **Application to Commence Legal Proceedings for Ward** (M.C. Form

17.0E) and obtain a signed entry approving the application before initiating legal proceedings for the ward.

- Selling the ward’s assets, if it is in the ward’s best interest to do so. In many cases, the guardian may sell the ward’s personal property without court approval. However, the guardian may *not* sell the ward’s real property without court approval. Rather, the guardian must file a land sale action before selling the ward’s real property. *Because land sale actions are complex legal proceedings, guardians are strongly encouraged to retain the services of an attorney who is experienced in guardianship matters before initiating a land sale action.*

Guardians with Ten or More Wards

Guardians with ten or more wards must file a **Guardians With Ten or More Wards Annual Report and Fee Schedule** (M.C. Form 17.0J) every year on or before January 1 in Case Number 2015 MSC 00406.

REVIEW OF THE GUARDIANSHIP

After 120 days have passed since the guardian’s appointment, the ward, ward’s attorney, or any other interested party may request a hearing to determine whether the guardianship continues to be necessary. The Court will set the hearing before a Magistrate.

At the hearing, the Magistrate hears evidence in order to determine whether the guardianship continues to be necessary. It is the guardian’s burden to present evidence showing that the ward is incompetent and that the guardianship is necessary.

After the hearing, the Magistrate will issue a Magistrate’s Decision. The Magistrate’s Decision is not effective until it is adopted in a Judgment Entry. Notice of the Magistrate’s Decision and Judgment Entry is mailed to the guardian, the ward, and the party who requested the hearing.

Subsequent requests for a hearing will be handled in the manner described above, except that the Court is not required to set a hearing if it has held a hearing on the continued necessity of the guardianship within the past year.

TERMINATING THE GUARDIANSHIP

The guardianship will be limited or terminated if the ward's ability to make decisions and function independently improves, a less restrictive alternative to guardianship becomes available, or an unlimited guardianship is no longer in the ward's best interest.

In addition, the guardianship will be terminated if the ward is restored to competency or dies. The guardianship of the estate will be terminated if all of the ward's funds have been properly spent. If the guardianship of the estate is terminated for any reason, the guardian of the estate must stop spending the ward's funds and file a final Guardian's Account within thirty days of the termination.

MINOR GUARDIANSHIP

ESTABLISHING THE GUARDIANSHIP

Filing the Application

In the case of a minor, the guardianship process begins when a family member, friend, or other person files an application to be appointed guardian of the minor. The person who files the application is called the *applicant*.

Guardianship of a minor may be appropriate if:

- The minor has no living parents;
- The minor has parents who are not suitable to have care and custody of the minor; or
- The minor is entitled to receive more than \$25,000.

Guardianship of a minor is *not* appropriate if:

- There are proceedings in juvenile or domestic relations court regarding the care and custody of the minor; or
- The sole purpose of the guardianship is to establish the minor's residency for school, qualification for health or life insurance benefits, or placement for adoption.

If guardianship of the minor is appropriate, and the minor's county of residence is Montgomery County, the applicant may file a **Minor Guardianship Application Packet**, which is available at the Court and on the Court's website. This packet includes the forms required to apply for guardianship, as well as instructions for filling them out. Some of the key forms are described below.

- **Application for Appointment of Guardian of Minor** (Form 16.0A). This form is completed by the applicant. It states that a guardianship of the person, estate, or both is necessary.



- **Next of Kin of Proposed Ward** (Form 15.0). This form is completed by the applicant. It identifies the minor's next of kin and their addresses. Next of kin are persons who would be entitled to inherit from the minor if the minor were to die without a will.
- **Guardian's Bond** (Form 15.3). This form is completed by the applicant and bonding agent if the applicant is applying for guardianship of the estate. A bond is insurance to protect a ward's assets from theft or loss caused by a guardian's failure to properly perform his or her duties. The amount of the bond must be twice the estimated value of the minor's personal property and annual income.
- **Selection of Guardian by Minor Over Fourteen Years of Age** (Form 16.2). This form is signed by the minor if the minor is over fourteen years of age.
- **Affidavit** (Form 16.1A). This form is completed by the applicant if the applicant is applying to be appointed guardian of the person. It provides information about the care and custody of the minor.

Setting the Application for Hearing

After the guardianship application has been filed, the Court sets the application for hearing before a Magistrate.

The Court personally serves notice of the application and hearing on the minor if the minor is over fourteen years of age.

The Court mails notice of the hearing and application to all other persons entitled to service. These persons typically include the minor's parents and persons having care and custody of the minor. If the minor's parents are not living, then these persons include the minor's next of kin who reside in Ohio. Service may be waived by any competent adult who executes a **Waiver of Notice and Consent** (Form 15.1).

Hearing and Appointment

The hearing on the guardianship application typically is held six to eight weeks after the application is filed, unless all persons entitled to service have executed waivers, in which case it may be held earlier. The

applicant must attend the hearing. The minor may, but is not required to, attend the hearing.

At the hearing, the Magistrate hears evidence in order to determine whether guardianship is necessary and whether the applicant is suitable and competent to serve as guardian. This evidence may include testimony from the applicant, interested parties, or witnesses.

If the Magistrate finds that guardianship is necessary and that the applicant is suitable and competent to serve as guardian, the Magistrate will issue a Magistrate's Decision recommending that the Court grant the application. The Magistrate's Decision is not effective until it is adopted in a Judgment Entry. Notice of the Magistrate's Decision and Judgment Entry is mailed to the applicant and any other persons entitled to service.

If the application is granted, the applicant will sign a **Fiduciary's Acceptance - Guardian** (Form 15.2) and an **Oath of Guardian** (Form 15.9). In the Fiduciary's Acceptance, the applicant accepts the duties of guardian; in the Oath of Guardian, the applicant swears to faithfully and competently fulfill the duties of guardian.

Once the required documents have been signed and filed, the Court issues **Letters of Guardianship** (Form 15.4). The Letters of Guardianship show that the applicant is authorized to act as guardian of the person, estate, or both, of the minor.

ADMINISTERING THE GUARDIANSHIP

Just like guardians of adult incompetents, guardians of minors have too many duties and responsibilities to list them all in this handbook. However, their primary duties are to protect the minor and to make decisions and act in the minor's best interest. In fulfilling these duties, they must obey all laws, rules, and orders of the Court.

Guardian of the Person

The guardian of the person is responsible for making decisions about the minor's personal matters. The guardian must ensure that the minor has appropriate shelter, food, clothing, medical care, and opportunities for educational, recreational, and social activities. Unless otherwise ordered by the Court, the guardian of the person is not required to file annual reports.

Guardian of the Estate

The guardian of the estate is responsible for making decisions about the minor's financial matters. *Because these decisions can quickly grow complex, guardians of the estate are strongly encouraged to retain the services of an attorney who is experienced in guardianship matters.*

The guardian must take all reasonable steps to locate, collect, and preserve the minor's assets. The guardian must maintain legible, accurate records of the receipt and expenditure of the minor's assets. The guardian may not use or benefit from the minor's assets.

The guardian of the estate is also responsible for filing reports with the Court. Many of these reports are included in the **Guardian of the Estate Reporting Packet**, which is available at the Court and on the Court's website. These reports include:

- **Guardian's Inventory** (Form 15.5). The guardian must file this form within three months of the guardian's appointment. This form identifies and provides a value for each of the minor's assets on the date of the guardian's appointment. Determining the value of some assets may require the assistance of a qualified appraiser.
- **Guardian's Account** (Form 15.8). The guardian must file this form every year. The first Guardian's Account is due on the anniversary of the guardian's appointment; subsequent Guardian's Accounts are due every year thereafter. The account is completed by the guardian, and includes an itemization of assets and income received and expended during the year, as well as the balance remaining in the guardianship estate. The guardian must submit a canceled check or receipt verifying each expenditure and must submit **Bank Certificates** (Form 15.81) or bank statements verifying the balance remaining in bank accounts.

The guardian of the estate is also responsible for filing an **Application for Authority to Expend Funds** (Form 15.7), if the guardian believes that expenditure of the minor's funds is in the minor's best interest. *Because the minor's parents still have an obligation to provide for the minor's support, the application will not be approved if the requested expenditures are for*

the minor's everyday needs, unless the applicant shows that the minor's parents are unable to provide for them.

If the application is granted, the guardian may spend the minor's funds only as authorized. The guardian may not use a debit or automated teller machine (ATM) card to spend the minor's funds. The guardian must obtain a cancelled check or receipt for each expenditure, indicating its amount and purpose.

TERMINATING THE GUARDIANSHIP

The guardianship is terminated on the minor's eighteenth birthday. If there is a guardianship of the estate, the guardian must file a final Guardian's Account within thirty days of the termination of the guardianship.

FAQs

How much does it cost to file for guardianship? A list of filing fees for guardianship applications, inventories, and accounts is available at the Court and on the Court’s website. Or, you may call (937) 225-4640.

Where can I get guardianship forms? The Application and Reporting Packets identified in this handbook are available at the Court and on the Court’s website. In addition, individual guardianship forms are available at the Court and on the Court’s website.

How can I get help selecting or completing forms? Court employees are prohibited from telling you which forms to select and how to complete them. However, many forms include instructions for completion. If you need additional help, you should consult with an attorney who is experienced in guardianship matters.

How do I file forms? You may file a form in person by bringing it to the Court, along with any filing fees. The Court’s physical address is 41 N. Perry Street, Second Floor, Dayton, Ohio 45402.

You may also file a form by mailing it to the Court, along with any filing fees. The Court’s mailing address is 41 N. Perry Street, Second Floor, Dayton, Ohio 45422.

What if I’m late filing a form? If you think you are going to be late filing a form, you must request an extension of time *before* the form is due. You may do this by filing an **Application for Extension of Time** (M.C. Form 3D).

- If you are late filing a Guardian’s Inventory or a Guardian’s Account, you will receive a citation directing you to file the form or appear in court by a certain date. The citation will be served by the Sheriff. If you fail to file the form or appear, you may be subject to additional action, up to and including fines, arrest and removal as guardian.
- If you are late filing a Guardian’s Report, Annual Guardianship Plan, Statement of



Expert Evaluation, or any other form, you will receive a letter directing you to file the form. If you fail to file the form, you may be subject to additional action, up to and including fines and removal as guardian.

Can I be paid for my service as guardian? You may be paid for your services as guardian if you are the guardian of an estate. The amount of payment is determined by Local Rule 73.1. In order to receive payment from the guardianship estate, you must include the payment as an expenditure on the Guardian's Account and submit a **Computation of Guardian Fees** (Appendix E) with the account.

Can my attorney be paid for services provided to me as guardian? Your attorney may be paid for reasonable and necessary services provided to you as guardian of the estate. In order to receive payment from the guardianship estate, either you or the attorney must file an application for attorney fees. The application must include an itemized list of services rendered and time spent.

RESOURCES

The Court's Guardianship Department offers education and support services for guardians of adult incompetents. Fundamentals and Continuing Education classes are held on a regular basis at various locations in Montgomery County. Dates, times, and locations for these courses are available at the Court and on the Court's website.

The Guardianship Department also offers the following support services for guardians of adult incompetents.

- **Application Review.** Application Review is held twice a week. At Application Review, a Court employee reviews the guardianship application with the applicant. The employee identifies common issues and ways to correct those issues before the application is filed.
- **Coffee and Conversation.** Coffee and Conversation is held once a month. At Coffee and Conversation, the Court's Social Worker facilitates an informal support group where guardians can share their knowledge and experience with each other.

Schedules and instructions to register for education and support services are available at the Court and on the Court's website. Or, you may call (937) 225-4640.

SAMPLE FORMS

A selection of sample forms is provided on the following pages. The forms relate to a fictional case, the Guardianship of John Doe. Below is a timeline of the case and a list of the forms provided:

December 30, 2015: Jane Doe applies to be appointed guardian of the person and estate of her brother, John Doe.

- **Application for Appointment of Guardian of Alleged Incompetent** (Form 17.0)
- **Next of Kin of Proposed Ward** (Form 15.0)
- **Statement of Expert Evaluation** (Form 17.1)

February 15, 2016: Jane Doe is appointed as guardian of the person and estate of John Doe.

February 20, 2016: Jane Doe applies to have John Doe's funds released to her so that she can establish a guardianship account.

- **Application to Release Funds to Guardian** (Form 15.6)

May 15, 2016: Jane Doe files an inventory of John Doe's assets and applies for authority to expend John Doe's funds.

- **Guardian's Inventory** (Form 15.5)
- **Application for Authority to Expend Funds** (Form 15.7)

February 15, 2017: Jane Doe files her annual reports.

- **Guardian's Report** (Form 17.7)
- **Annual Guardianship Plan** (M.C. Form 17.0L)
- **Guardian's Account** (Form 15.8)

Please remember that the sample forms on the following pages are provided as examples to help you understand how to complete some of the forms you are required to file as an applicant or guardian. You must complete these forms based on the facts of your case, which may or may not be similar to those of the fictional case. You must also complete other forms, which are not provided here. Court employees are prohibited from telling you which forms to select and how to complete them. Accordingly, if you need help selecting or completing forms, you are strongly encouraged to consult with an attorney who is experienced in guardianship matters.

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: John Doe

CASE NO.: 2015 GRD 00450

APPLICATION FOR APPOINTMENT OF GUARDIAN
OF ALLEGED INCOMPETENT
[R.C. 2111.03]

Applicant represents to the Court that John Doe
resides or has a legal settlement at 250 Elm Street in
Montgomery County, Ohio, and that the prospective ward is incompetent by
reason of (R.C. 2111.01(D)) dementia

The proposed ward's date of birth is 3/3/1930

A Statement of Expert Evaluation is attached. (Form 17.1)

A list of Next of Kin of Proposed Ward is also attached. (Form 15.0)

The whole estate of the prospective ward is estimated as follows:

Personal Property:	\$ <u>100,000.00</u>
Real Estate:	\$ <u>125,000.00</u>
Annual Rents:.....	\$ <u>none</u>
Other annual income:	\$ <u>50,000.00</u>

Applicant represents that the applicant is not an administrator, executor, or other fiduciary of the estate wherein the alleged incompetent is interested.

Applicant offers the attached bond in the amount of \$ 300,000.00.

Applicant further represents that a guardian of the alleged incompetent is necessary in order that the
 ward ward's property may be taken proper care of and asks that a guardian be appointed.

TYPE OF GUARDIANSHIP APPLIED FOR IS [check the applicable boxes]

Non-Limited Limited Person and Estate Estate only Person only

If limited guardianship is applied for, the limited powers requested are _____

The time period requested is: indefinite definite to _____

Applicant's relationship to alleged incompetent is sister

Applicant has (not) been charged with or convicted of a crime involving theft, physical violence, or sexual, alcohol, or substance abuse except as follows (if applicable, state date and place of each charge or each conviction.)

- The Applicant represents that a guardian has been nominated in a writing pursuant to R.C. 1337.09(D) or R.C. 2111.121. The nominated person is _____
 - The nominated person's contact information is listed on Form 15.0 (Next of Kin).
 - A copy of the document which nominates the guardian is attached.
- The Applicant represents that the proposed ward had military service.
Military I.D.: _____
Branch of service: _____
Dates of service: _____

Applicant represents that the address provided is the applicant's permanent address and acknowledges the requirement that the Court be notified of any change of address. Removal may result from a failure to comply with this requirement.

Patricia Moore
Attorney's Signature
Patricia Moore
Attorney's Printed Name
1500 Legal Avenue
Address
Dayton Ohio 45402
City State Zip Code
800-555-5555
Telephone Number
#00111111
Attorney Registration Number

Jane Doe
Applicant's Signature
Jane Doe
Applicant's Printed Name
405 Maple Street
Address
Dayton Ohio 45402
City State Zip Code
937-555-5555
Telephone Number
janedoe@email.com
Applicant's Email Address

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: John Doe

CASE NO.: 2015 GRD 00450

STATEMENT OF EXPERT EVALUATION
[Sup.R. 66 & R.C. 2111.49]

Definition of Incompetent (R.C. 2111.01(D)): "'Incompetent' means any person who is so mentally impaired as a result of mental or physical illness or disability, or mental retardation, or as a result of chronic substance abuse, that the person is incapable of taking proper care of the person's self or property or fails to provide for the person's family or other persons for whom the person is charged by law to provide, or any person confined to a correctional institution within this State."

The Statement of Expert Evaluation does not declare the individual competent or incompetent, but is evidence to be considered by the Court. The fee for completing this evaluation **WILL NOT** be paid by the Probate Court. Each evaluator should secure payment from the Applicant/Guardian.

1. This Statement of Expert Evaluation is to be filed with or attached to:

- A. Guardianship Application: Completed by Licensed Physician or Licensed Clinical Psychologist prior to the filing and attached to the application.
- B. Guardian's Report: Completed by Licensed Physician Licensed Clinical Psychologist Licensed Independent Social Worker Licensed Professional Clinical Counselor or Mental Retardation Team.
The evaluation or examination shall be completed within three months prior to the date of the Report. R.C. 2111.49.
- C. Application for Emergency Guardian: of the person: a Licensed Physician shall complete the Supplement for Emergency Guardian, form 17.1A with specificity indicating the emergency, and why immediate action is required to prevent significant injury to the person. The Supplement shall be signed, dated, and attached as part of this completed Statement.

2. Statement completed by:

Name & Title/Profession: Daniel Rogers, M.D.

Business Address: 2250 Medical Way

Business Telephone Number: 800-555-5555

3. Date(s) of evaluation: November 1, 2015

Place(s) of evaluation: Office of Daniel Rogers, M.D.

Amount of time spent on evaluation: 1 hour

Length of time the individual has been your patient: 5 years

4. Is the individual presently under medication? Yes No If yes, what is the medication, dosage, and purpose? Namenda 10 mg. twice daily (dementia); Aricept 10 mg. once daily (dementia)

Are there any signs of physical and/or mental impairments caused by the medications themselves? No

5. Is the individual mentally impaired? Yes No If yes, indicate the diagnosis below:

Mental Retardation/Developmental Disabilities:

Profound Severe Moderate Mild

Mental Illness: Type and Severity: _____

Substance Abuse: Description: _____

Dementia: Description: Dementia (Alzheimer's type)

Other: Description: _____

Please provide additional comments and test scores if applicable. (Continue comments on page 4): MMSE score of 15/30

6. During the examination did you notice an impairment of the individual's:

- | | | | |
|------------------------------------|---|--|----------------------------------|
| a) Orientation | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| b) Speech | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Unknown |
| c) Motor Behavior | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Unknown |
| d) Thought Process | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| e) Affect | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| f) Memory | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| g) Concentration and comprehension | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| h) Judgment | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |

7. Please describe any impairments identified in question six. (Continue comments on page 4).
 Impairments are those typically observed in persons with Alzheimer's type dementia

8. Is the individual physically impaired? Yes No If yes: Description: _____

9. Are there any special characteristics of the individual which should be considered in evaluating the individual for guardianship? Yes No If yes: Explain: Mr. Doe has poor insight into condition and impairments. He denies the need for any help and will not accept help when it is offered.

10. Are there any indications of abuse, neglect or exploitation of the individual? Yes No
If yes: Explain: There are indications that Mr. Doe self-neglects due to his condition and impairments.
Mr. Doe's home is cluttered and is not clean. The utilities to the home have been shut off, (cont. on pg. 4)
11. Do you believe the individual is capable of caring for the individual's activities of daily living or making decisions concerning medical treatments, living arrangements and diet?
 Yes No If no: Explain: See above.
12. Do you believe the individual is capable of managing the individual's finances and property?
 Yes No If no: Explain: See above.
13. Prognosis:
A. Is the condition stabilized? Yes No
B. Is the condition reversible? Yes No
14. In my opinion a guardianship should be:
 Established/Continued
 Denied/Terminated

I certify that I have evaluated the individual on November 1, 20 15

Date: November 30, 2015 Signature of Evaluator: Daniel Rogers, M.D.

GUARDIAN'S REPORT ADDENDUM
(Not to be used with Initial Application)

It is my opinion, based upon a reasonable degree of medical or psychological certainty, that the mental capacity of this ward will not improve.

Date: _____
Signature – Licensed Physician/Clinical Psychologist _____

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: John Doe

CASE NO.: 2015 GRD 00450

APPLICATION TO RELEASE FUNDS TO GUARDIAN

Now comes the guardian of the above-named ward and makes application for authority to secure the release of the following funds of the ward.

Dayton Bank checking account no. XXXX1234 \$50,000.00

The applicant further states that it is for the best interest of the ward that this authority be granted.

Patricia Moore
Attorney's Signature
Patricia Moore
Attorney's Printed Name
1500 Legal Avenue
Address
Dayton Ohio 45402
City State Zip Code
800-555-5555
Telephone Number
#00111111
Attorney Registration Number

Jane Doe
Guardian's Signature
Jane Doe
Guardian's Printed Name
405 Maple Street
Address
Dayton Ohio 45402
City State Zip Code
937-555-5555
Telephone Number
janedoe@email.com
Guardian's Email Address

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: Jane Doe

CASE NO.: 2015 GRD 00450

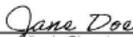
GUARDIAN'S INVENTORY
[R.C. 2111.14(A)]

of the real and personal estate of the ward with its
value and the value of the yearly rent of the estate

List any safe deposit box and date and location of any will.	\$
Last Will and Testament dated 8/1/1999 deposited with Montgomery County Probate Court	
PERSONAL ESTATE	
Household goods and furnishings	\$5,000.00
Dayton Bank checking account no. XXXX1234	\$50,000.00
Dayton Bank savings account no. XXXX5678	\$45,000.00
REAL ESTATE	
Real property located at 250 Elm Street, Dayton, Ohio 45402 (Legal description attached)	\$125,000.00
ANNUAL INCOME	
Pension benefits	\$45,000.00/yr
Social security retirement benefits	\$5,000.00/yr

RECAPITULATION

Total value of Personal Estate.....	\$ 100,000.00
Total value of Real Estate.....	\$ 125,000.00
Yearly rent of Real Estate.....	\$ 0.00
Other annual income.....	\$ 50,000.00
Total.....	\$ 275,000.00


Guardian's Signature

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: John Doe

CASE NO.: 2015 GRD 00450

APPLICATION FOR AUTHORITY TO EXPEND FUNDS

Now comes the undersigned, guardian of the estate above-named minor incompetent ward, and makes application for authority to expend funds for the best interest of the ward as follows.

[State amount requested, nature of expenditure, and the frequency and duration of authority requested. Attach additional explanation, documentation, or estimates as needed.]

1.	Court fees	\$300.00
2.	Guardian's bond	\$1000.00
3.	Property taxes	\$3000.00/yr
4.	Homeowner's insurance	\$100.00/mo
5.	Health insurance	\$50.00/mo
6.	Electric service	\$100.00/mo
7.	Water and sewage	\$30.00/mo
8.	Waste disposal	\$100.00/mo
9.	Telephone service	\$35.00/mo
10.	Cable service	\$100.00/mo
11.	Pharmacy	\$100.00/mo
12.	Groceries	\$200.00/mo
13.	Monthly allowance	\$150.00/mo

Patricia Moore
Attorney's Signature
Patricia Moore
Attorney's Printed Name
1500 Legal Avenue
Address
Dayton Ohio 45402
City State Zip Code
800-555-5555
Telephone Number
#00111111
Attorney Registration Number

Jane Doe
Guardian's Signature
Jane Doe
Guardian's Printed Name
405 Maple Street
Address
Dayton Ohio 45402
City State Zip Code
937-555-5555
Telephone Number
janedoe@email.com
Guardian's Email Address

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: John Doe

CASE NO.: 2015 GRD 00450

GUARDIAN'S REPORT
[R.C. 2111.49]

NOTE: If allotted space is inadequate to respond, write "See Exhibit" in the space and add appropriate exhibit letter sequence, then attach exhibit containing information requested for that space.

1. This is the (circle one): (1st) 2nd 3rd 4th 5th 6th or _____ Guardian's Report.

2. Ward's present address: 250 Elm Street
City Dayton State Ohio
Zip 45402 Telephone (937) 555-5555

3. Ward's living arrangements at the above address are best described as:

a. The ward's own apartment or home (includes assisted living facilities)

b. Private home or apartment of:

(1) the ward's guardian

(2) a relative of the ward, whose name is: _____
and relationship is: _____

(3) a non-relative whose name is: _____

c. A foster, group, or boarding home

d. A nursing home

e. A medical facility or state institution

f. Other (describe): _____

g. If c, d, e, or f is checked, complete the following:

(1) The name of the home, facility, or institution: _____

(2) The name of an individual at the home, facility, or institution who has knowledge and is authorized to give information to the Court about the ward.

Name _____

Telephone (_____) _____

4. The ward will be at the address given in Item 2:

a. Indefinitely. b. Temporarily. The new address and telephone number is:

(1) Unknown. I will provide this information when known.

(2) _____

City _____ State _____

Zip _____ Telephone (_____) _____

FORM 17.7 – GUARDIAN'S REPORT

6/1/16

5. Guardian's contact with the ward:
- Approximate number of times the guardian had contact with the ward during the period covered by this report: 100
 - The nature of those contacts (phone, personal, other): Twice weekly personal visits
 - Date the ward was last seen by the guardian: February 12, 2017
6. Have you observed any major change in the ward's physical or mental condition during the period covered by this report? Yes No
 If "Yes" is checked, briefly describe the changes: _____
7. The care given to the ward is Adequate Not Adequate
 If "Not Adequate" is checked, explain: _____
8. The guardianship should be Continued Not Continued
 If "Not Continued" is checked, explain: _____
9. During the period covered by this report, the ward has has not been seen by a physician. If the ward has been seen, the last date was November 10, 2016, for the purpose of annual physical exam _____.

Attached is a statement by a licensed physician, a licensed clinical psychologist, a licensed social worker, or a mental retardation team, that has evaluated or examined the ward within three months prior to the date of this report regarding the need for continuing the guardianship. [R.C. 2111.49(A)(1)(i)] (Form 17.1)

If an attorney has been consulted on this report:

Date: February 13, 2017

Patricia Moore
 Attorney's Signature

Patricia Moore
 Attorney's Printed Name

1500 Legal Avenue
 Address

Dayton	Ohio	45402
City	State	Zip Code

800-555-5555
 Telephone Number

#00111111
 Attorney Registration Number

Jane Doe
 Guardian's Signature

Jane Doe
 Guardian's Printed Name

405 Maple Street
 Address

Dayton	Ohio	45402
City	State	Zip Code

937-555-5555
 Telephone Number

janedoe@email.com
 Guardian's Email Address

(Knowingly giving false information on a Probate document is a criminal offense.) [R.C. 2921.13(A)(11)]
 FORM 17.7 – GUARDIAN'S REPORT

PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. McCOLLUM, JUDGE

GUARDIANSHIP OF: John Doe

CASE NO.: 2015 GRD 00450

ANNUAL GUARDIANSHIP PLAN
[SUP.R.66.08(L)]

INSTRUCTIONS: If you are the guardian of the person only, fill out Sections I and II and sign on the Guardian's Signature blank.

If you are the guardian of the estate only, fill out Sections I and III and sign on the Guardian's Signature blank.

If you are the guardian of the person and estate, fill out Sections I, II, and III and sign on the Guardian's Signature blank.

SECTION I. WARD'S INFORMATION

A. Date of Birth

The ward was born on: 03/03/1930
MM/DD/YYYY

B. Medical Conditions

The ward has been diagnosed with the following medical conditions:

Dementia

Developmental disabilities

Mental illness

Substance abuse

Traumatic brain injury

Other: _____

C. Functional Abilities

Rate the ward's ability to perform the following tasks:

	No assistance needed	Some assistance needed	Maximum assistance needed
Bathing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grooming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Toileting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting up from bed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Preparing meals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housework	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Managing medications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Managing money	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION II. WARD'S PERSONAL NEEDS

A. Housing Needs

The ward has lived in the following during the past year:

- Ward's own home
- Family member's or friend's home
- Foster, group, or boarding home
- Nursing home
- Medical facility or state institution
- Other: _____

B. Medical Needs

The ward has received the following medical care during the past year:

- Regular examination or treatment by a primary care physician
- Regular examination or treatment by a dentist
- Regular examination or treatment by a mental health care provider
- Emergency examination or treatment
- Surgery
- Other: _____

C. Personal Care Needs

The ward has received personal care, such as bathing, grooming and feeding, from the following persons during the past year:

- Family members or friends
- Home health care providers

- Nursing home, medical facility, or institutional health care providers
- Other: _____

D. Social Needs

The ward has received or participated in the following activities during the past year:

- Visits with family members or friends
- Recreational activities
- Educational activities
- Vocational training
- Other: Worship services

E. Community Services

The ward has received the following community services during the past year:

- Sheltered workshop
- Adult day care
- Senior center
- Transportation
- Meal delivery
- Other: _____

F. Goals

I plan to do the following to ensure that the ward's housing, medical, personal care, and social needs are met during the next year:

I will continue to monitor my father's condition and evaluate whether it is safe for him to remain his
home. If and when it is necessary, I will investigate assisted living and nursing care facilities in the area
in order to find a facility that meets my father's needs and is within his budget.

I will continue to arrange my father's visits to his primary care physician and dentist, and provide
transportation to and from these visits.

I will continue to help my father with housekeeping and shopping. I will continue to arrange for home
health aides to help him with other activities, such as preparing meals and taking medications.

My family and I will continue to take my father to church and out to eat on Sundays. I will contact the
senior center to find activities that my father might enjoy.

SECTION III WARD'S FINANCIAL NEEDS

A. Value of Estate

The value of the ward's estate is:

Total value of personal property	\$ <u>139,555.00</u>
Total value of real property	\$ <u>125,000.00</u>
Annual rent on real property	\$ <u>none</u>
Other annual income	\$ <u>50,000.00</u>
Total	\$ <u>314,555.00</u>

B. Goals

I plan to do the following to ensure that the ward's financial needs are met during the next year:

I will continue to manage my father's home and accounts. I will continue to make authorized expenditures and will request additional authorization if necessary. If and when my father can no longer safely live in the home, I will work with my attorney to make a financial plan for his transition to an assisted living or nursing care facility.

Under penalties of perjury, I declare that I have read the foregoing and the facts alleged are true, to the best of my knowledge and belief.

February 15, 2017
Date

Jane Doe
Guardian's Signature

Jane Doe
Guardian's Printed Name

6/1/2016	Monthly allowance to John Doe	111	\$150.00
6/5/2016	Insurance company (homeowner's)	112	\$100.00
6/10/2016	Insurance company (health)	113	\$50.00
6/15/2016	Electric company	114	\$85.00
6/15/2016	City of Dayton (water)	115	\$30.00
6/20/2016	Waste disposal company	116	\$100.00
6/20/2016	Telephone company	117	\$30.00
6/25/2016	Cable company	118	\$90.00
6/30/2016	Pharmacy	119	\$15.00
7/1/2016	Grocery store	120	\$200.00
7/1/2016	Monthly allowance to John Doe	121	\$150.00
7/5/2016	Insurance company (homeowner's)	122	\$100.00
7/10/2016	Insurance company (health)	123	\$50.00
7/10/2016	Electric company	124	\$90.00
7/15/2016	City of Dayton (water)	125	\$25.00
7/19/2016	Montgomery County (property taxes)	126	\$1,500.00
7/20/2016	Waste disposal company	127	\$100.00
7/20/2016	Telephone company	128	\$25.00
7/25/2016	Cable company	129	\$90.00
7/30/2016	Pharmacy	130	\$10.00
8/1/2016	Grocery store	131	\$190.00
8/1/2016	Monthly allowance to John Doe	132	\$150.00
8/5/2016	Insurance company (homeowner's)	133	\$100.00
8/10/2016	Insurance company (health)	134	\$50.00
8/10/2016	Electric company	135	\$90.00
8/15/2016	City of Dayton (water)	136	\$30.00
8/20/2016	Waste disposal company	137	\$100.00
8/20/2016	Telephone company	138	\$25.00
8/25/2016	Cable company	139	\$90.00
8/30/2016	Pharmacy	140	\$15.00
9/1/2016	Grocery store	141	\$195.00
9/1/2016	Monthly allowance to John Doe	142	\$150.00
9/5/2016	Insurance company (homeowner's)	143	\$100.00
9/10/2016	Insurance company (health)	144	\$50.00
9/10/2016	Electric company	145	\$85.00
9/15/2016	City of Dayton (water)	146	\$25.00
9/20/2016	Waste disposal company	147	\$100.00
9/20/2016	Telephone company	148	\$30.00
9/25/2016	Cable company	149	\$90.00

9/30/2016	Pharmacy	150	\$10.00
10/1/2016	Grocery store	151	\$195.00
10/1/2016	Monthly allowance to John Doe	152	\$150.00
10/5/2016	Insurance company (homeowner's)	153	\$100.00
10/10/2016	Insurance company (health)	154	\$50.00
10/10/2016	Electric company	155	\$80.00
10/15/2016	City of Dayton (water)	156	\$30.00
10/20/2016	Waste disposal company	157	\$100.00
10/20/2016	Telephone company	158	\$30.00
10/25/2016	Cable company	159	\$90.00
10/30/2016	Pharmacy	160	\$15.00
11/1/2016	Grocery store	161	\$190.00
11/1/2016	Monthly allowance to John Doe	162	\$150.00
11/5/2016	Insurance company (homeowner's)	163	\$100.00
11/5/2016	Insurance company (health)	164	\$50.00
11/10/2016	Electric company	165	\$80.00
11/10/2016	City of Dayton (water)	166	\$25.00
11/15/2016	Waste disposal company	167	\$100.00
11/20/2016	Telephone company	168	\$25.00
11/20/2016	Cable company	169	\$90.00
11/25/2016	Pharmacy	170	\$10.00
12/1/2016	Grocery store	171	\$200.00
12/1/2016	Monthly allowance to John Doe	172	\$150.00
12/5/2016	Insurance company (homeowner's)	173	\$100.00
12/10/2016	Insurance company (health)	174	\$50.00
12/10/2016	Electric company	175	\$80.00
12/15/2016	City of Dayton (water)	176	\$30.00
12/20/2016	Waste disposal company	177	\$100.00
12/20/2016	Telephone company	178	\$25.00
12/30/2016	Cable company	179	\$90.00
12/30/2016	Pharmacy	180	\$15.00
1/1/2017	Grocery store	181	\$185.00
1/1/2017	Monthly allowance to John Doe	182	\$150.00
1/5/2017	Insurance company (homeowner's)	183	\$100.00
1/10/2017	Insurance company (health)	184	\$50.00
1/10/2017	Electric company	185	\$85.00
1/15/2017	City of Dayton (water)	186	\$25.00
1/20/2017	Waste disposal company	187	\$100.00
1/20/2017	Telephone company	188	\$30.00

CASE NO. 2015 GRD 00450

1/25/2017	Cable company	189	\$90.00
1/30/2017	Pharmacy	190	\$10.00
2/1/2017	Grocery store	191	\$195.00
2/1/2017	Monthly allowance to John Doe	192	\$150.00
2/5/2017	Insurance company (homeowner's)	193	\$100.00
2/10/2017	Insurance company (health)	194	\$50.00
2/10/2017	Electric company	195	\$85.00
	TOTAL DISBURSEMENTS		\$10,545.00

RECAPITULATION

Total Receipts..... \$ 275,100.00
 Total Disbursements..... \$ 10,545.00
 Balance Remaining..... \$ 264,555.00

ITEMIZED STATEMENT OF ALL FUNDS, ASSETS AND INVESTMENTS

ITEM

Real property located at 250 Elm Street, Dayton, Ohio	\$125,000.00
Household goods and furnishings	\$5,000.00
Dayton Bank guardianship account #XXXX9101	\$44,505.00
Dayton Bank savings account #XXXX5678	\$90,050.00

Patricia Moore
 Attorney's Signature

Patricia Moore
 Attorney's Printed Name

1500 Legal Avenue
 Address

Dayton Ohio 45402
 City State Zip Code

800-555-5555
 Telephone Number

#00111111
 Attorney Registration Number

Jane Doe
 Guardian's Signature

Jane Doe
 Guardian's Printed Name

405 Maple Street
 Address

Dayton Ohio 45402
 City State Zip Code

937-555-5555
 Telephone Number

janedoe@email.com
 Guardian's Email Address

CONTACT INFORMATION

In person. You may visit the Court in person between 8:30 a.m. and 4:30 p.m., Monday through Friday, with the exception of Court holidays. The Court’s physical address is 41 N. Perry Street, Second Floor, Dayton, Ohio 45402. A map and directions to the Court are provided on the following page.

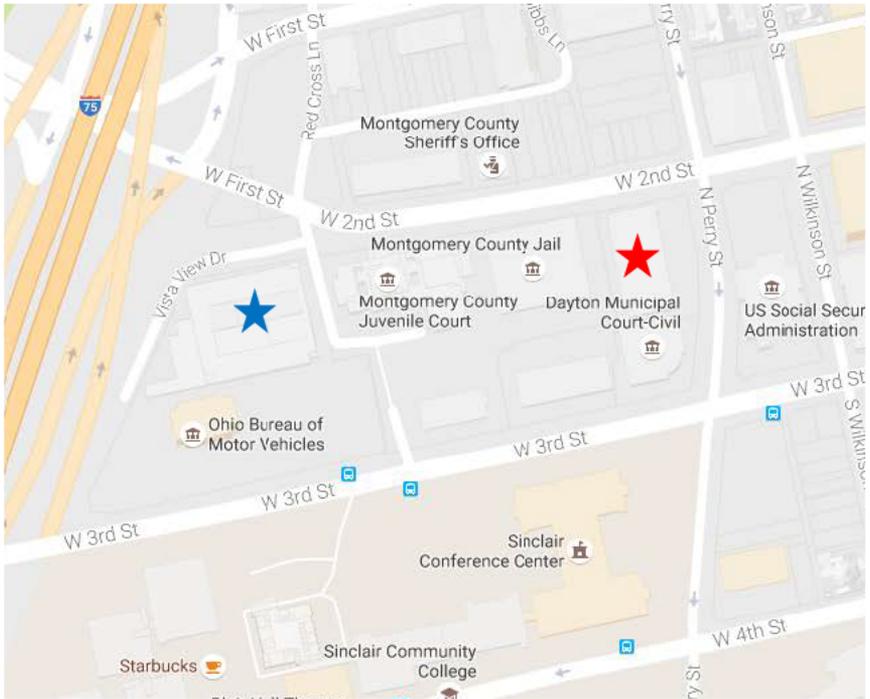
By mail. You may contact the Court by mail. The Court’s mailing address is 41 N. Perry Street, Second Floor, Dayton, Ohio 45422.

By telephone. You may contact the Court by telephone between 8:30 a.m. and 4:30 p.m., Monday through Friday, with the exception of Court holidays. The Court’s telephone number is 937-225-4640.

Online. You may visit the Court’s website twenty-four hours a day, seven days a week, at www.mcoho.org/probate.



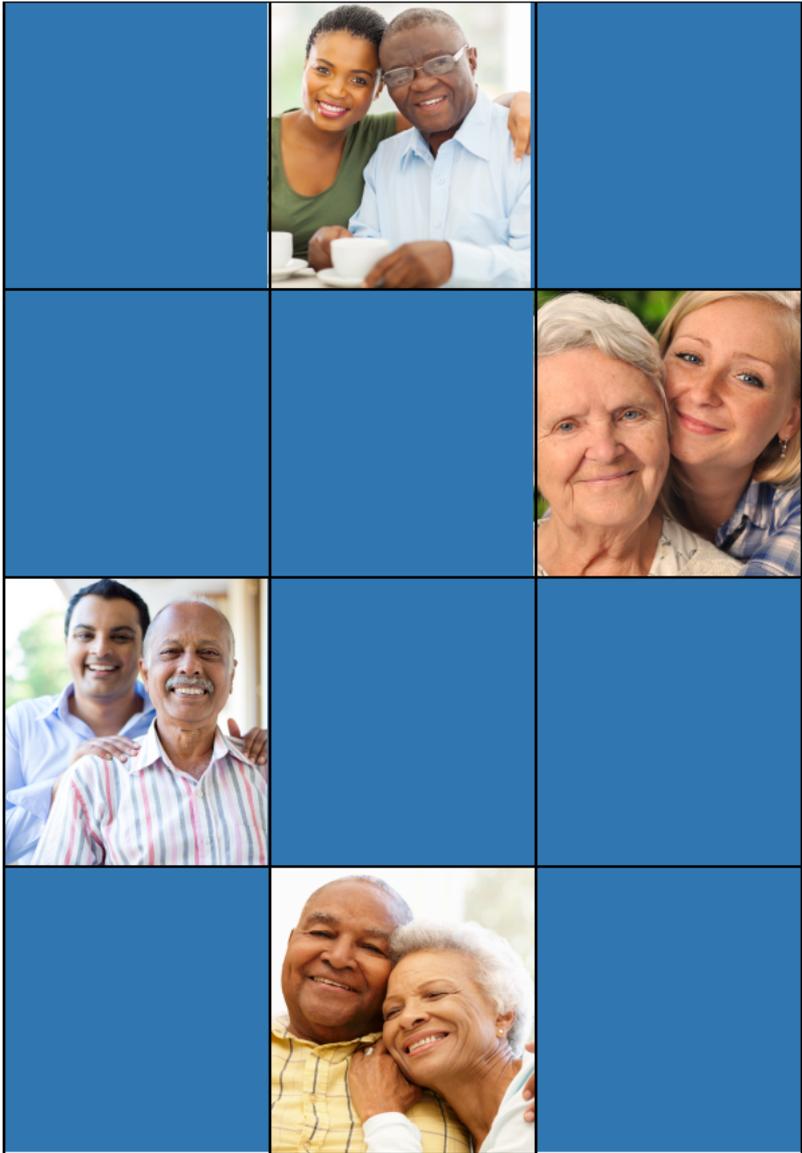
MAP AND DIRECTIONS



-  **Montgomery County Probate Court**
-  **Montgomery County Parking Garage**

Montgomery County Probate Court is located at 41 N. Perry Street, Dayton, Ohio, 45402. The Montgomery County Parking Garage is located at 451 W. Third Street, Dayton, Ohio 45402, and can be accessed from W. Second Street.

Please note that Second Street and Third Street are two-way streets for eastbound and westbound traffic. Perry Street is a one-way street for southbound traffic.



MONTGOMERY COUNTY PROBATE COURT

41 N. Perry Street • 2nd Floor • Dayton, Ohio 45422

www.mcoho.org/probate/guardianship