

## **Checklist** **Minor Settlement**

### Filing Fee

- Court Costs: \$103.00 **without** appointment of guardian.
- If the net settlement amount is \$25,000.00 or less, you do not need a guardianship
- \$178.00 **with** appointment of guardian (Add \$6.00 if minor is 14 or older for service fees)
- Guardianship is required if the amount is over \$25,000.00

### Requirements

The minor resides in Greene County, Ohio and a proposed settlement of a claim on the minor's behalf is being submitted to the Court for approval.

Note: If the proposed net settlement funds exceed \$25,000 then a minor guardianship will be required to process the application. A minor guardianship action must be filed prior to, or in conjunction with, the minor settlement application and documentation.

**Note: All paperwork must be typed. We will not accept handwritten documents.  
All filings must be single-sided. We will not accept double-sided originals.  
Please do not staple original paperwork. We cannot accept filings with staples.**

### Initial Filing

- Self-Representation Acknowledgment (GC Form 75.1) *if applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Application to Settle a Minor's Claim (Form 22.0)  
The following **must** be included with the Application:
  - Narrative statement of the incident and injuries to the minor
  - Current statement of an examining physician in respect to the injuries sustained, the extent of recovery and the permanency of the injuries
  - Photocopy of minor's birth certificate
  - List of itemized case expenses claimed for reimbursement *if applicable*
  - List of medical expenses claimed for reimbursement *if applicable*
  - Copy of structured settlement agreement *if applicable* (See Local Rule 68.2)  
If structured settlement is funded by an annuity, include the following:
    - An affidavit or other similar proof must be attached, which verifies that the insurer issuing the annuity funding the structured settlement meets the qualifications listed in Local Rule 68.2(C)
    - A signed statement from an independent certified public accountant, actuary, certified financial planner or equivalently qualified professional specifying the present value of the structured settlement and the calculations used to arrive at the present value determination.
- Waiver and Consent signed by both natural parents (Form 22.1)
  - If a parent will not sign a Waiver and Consent, the applicant must serve that parent with notice of the application at least 7 days prior to the hearing. The applicant must file proof of service with the Court prior to the hearing.
  - If a parent is deceased, the applicant must provide a photocopy of the deceased parent's death certificate.
- Acknowledgment of Responsibility- Minor Settlement (GC Form 68.1-A)
- Copy of executed attorney fee contract *if applicable*
- Application for Approval of Attorney Fee Agreement (GC Form 71.5-A) *if applicable*
- Entry Approving Attorney Fee Agreement (GC Form 71.5-B) *if applicable*
- Proposed* Entry Approving Settlement of Minor's Claim (Form 22.2)

**If the proposed settlement is less than \$10,000, the Court may dispense with a hearing. See Local Rule 68.2(E) for requirements.**

*For more information on Attorney Fees in Minor Settlement cases, see Greene County Local Rule 71.5 and Appendix B.*