

**GEAUGA COUNTY JUVENILE COURT
JUDGE TIMOTHY J. GRENDALL**

CHECKLIST – CUSTODY POWER OF ATTORNEY

These instructions are provided as a public service of the Geauga County Juvenile Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten, legible, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court’s Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-279-1834. If you decide to proceed without assistance from your attorney or from the Court’s Help Center, then you should read the following:

- Geauga Juvenile Local Rule 36
- Ohio Revised Coder Sections 3109.51 to 3109.62
- Help Center Information Sheet – “Nonparent Rights”
- Review the form Custody Power of Attorney – particularly the Notes.

Initial Filing Requirements

1. **Custody Power of Attorney** – must signed before a notary public by parent or parents as applicable and the grandparent and filed with the Court within five days after signing the custody power of attorney. The custody power of attorney must be filed in the juvenile court of the county of the grandparent’s residence.
2. **GC JF 12.5 – Supporting Facts Affidavit.** – prepare and file with the Court together with the custody power of attorney.

Duty to Notify

- As required by law, within five days after signing the custody power of attorney, notify the noncustodial parent using form “GC JF 9.3 - Notice to Nonresidential Parent” by certified mail, return receipt requested.
- Prepare and file with the Court form “GC JF 9.4 – Receipt of Notice to Nonresidential Parent,” note the appropriate exception, and attached a copy of the form “GC JF 9.3 - Notice to Nonresidential Parent” that was used to notify such parent.