

**GUARDIANSHIP TIME TABLE**

Date Guardian Appointed: \_\_\_\_\_, Case No.: \_\_\_\_\_

List of Important Documents due: \_\_\_\_\_, filed: \_\_\_\_\_  
(To be filed within three months from date of appointment)

**Guardian of the Estate**

Guardian’s Inventory due: \_\_\_\_\_  
(Due 3 months from date of appointment)

1<sup>st</sup> Guardian’s Account due: \_\_\_\_\_, filed: \_\_\_\_\_  
(Due two years from date of appointment)

Proceeding Guardian’s Account due/filed:  
(Due two years from the date of the filing of the last Account)

2<sup>nd</sup> Account due/filed: \_\_\_\_\_ 5<sup>th</sup> Account due/filed: \_\_\_\_\_  
3<sup>rd</sup> Account due/filed: \_\_\_\_\_ 6<sup>th</sup> Account due/filed: \_\_\_\_\_  
4<sup>th</sup> Account due/filed: \_\_\_\_\_ 7<sup>th</sup> Account due/filed: \_\_\_\_\_

**Guardian of the Person**

1<sup>st</sup> Guardian’s Report due: \_\_\_\_\_, filed: \_\_\_\_\_  
(Due two years from date of appointment)

Proceeding Guardian’s Report due/filed:  
(Due two years from the date of the filing of the last Guardian’s Report)

2<sup>nd</sup> Report due/filed: \_\_\_\_\_ 5<sup>th</sup> Report due/filed: \_\_\_\_\_  
3<sup>rd</sup> Report due/filed: \_\_\_\_\_ 6<sup>th</sup> Report due/filed: \_\_\_\_\_  
4<sup>th</sup> Report due/filed: \_\_\_\_\_ 7<sup>th</sup> Report due/filed: \_\_\_\_\_

**Annual Guardianship Plan**

1<sup>st</sup> Guardian’s Plan due: \_\_\_\_\_, filed: \_\_\_\_\_  
(Due annually. To be filed with Guardian’s Report)

Proceeding Guardianship Plan due/filed: \_\_\_\_\_  
(Due annually. To be filed with Guardian’s Report)

2<sup>nd</sup> Plan due/filed: \_\_\_\_\_ 5<sup>th</sup> Plan due/filed: \_\_\_\_\_  
3<sup>rd</sup> Plan due/filed: \_\_\_\_\_ 6<sup>th</sup> Plan due/filed: \_\_\_\_\_  
4<sup>th</sup> Plan due/filed: \_\_\_\_\_ 7<sup>th</sup> Plan due/filed: \_\_\_\_\_

**Educational Requirements** <http://www.supremecourt.ohio.gov/BoardsjudCollege/adultGuardianship/>

Initial Six Hour Fundamental Course Certification due: \_\_\_\_\_ and  
(Due within six months from date of appointment, suggestion that you file the certificate prior to the initial guardianship hearing)

Annual Three Hour Education Course Certification due/filed: \_\_\_\_\_ and  
(Due prior to January 1<sup>st</sup> of each year)

2<sup>nd</sup> Certification due/filed: \_\_\_\_\_ 5<sup>th</sup> Certification due/filed: \_\_\_\_\_  
3<sup>rd</sup> Certification due/filed: \_\_\_\_\_ 6<sup>th</sup> Certification due/filed: \_\_\_\_\_  
4<sup>th</sup> Certification due/filed: \_\_\_\_\_ 7<sup>th</sup> Certification due/filed: \_\_\_\_\_

**Multi-Guardian Annual Registration**

Annual Registration with Ten or More Wards form 27.5 filed: \_\_\_\_\_

Annual Fees Schedule form 27.6 filed: \_\_\_\_\_  
(Due by January 31<sup>st</sup> of each year - if guardian has 10 or more wards)

**CHANGE OF CIRCUMSTANCES**

**The following forms are required to be filed in guardianship cases when there is a change in circumstances**

- Form 27.3 - Notice of/Application for Change of Address (To be filed whenever a guardian or ward has a change of address) and Form 27.4 - Entry on Application to Change Address of the Ward
- Form 27.9 - Application to Terminate Guardianship