**RANDPARENT POWER OF ATTORNEY (POA)**

**FILING INFORMATION**

Grandparent Power of Attorney (POA) - R.C. 3109.52

 This form is completed by PARENTS

GENERAL REQUIREMENTS:

* The court will ONLY accept these forms as developed by the Supreme Court of Ohio.
* All forms must be submitted to the judge or magistrate for review and approval before being processed.
* The applicant must explain in detail the efforts they made to find any missing parent.
* There must be an explanation / proof that there is a grandparent relationship. These applications will NOT be processed for other third parties.
* The application must be accompanied with a supporting Affidavit as found on the website.
* Parent must attach a receipt showing that the Notice of creation of the Grandparent POA was sent to the nonresidential parent by CERTIFIED MAIL and by regular mail.

CHECKLIST:

Check off all statements which are TRUE. If any statement is not true, DO NOT check the statement. **All statements must be checked of as being true to file the POA.**

This POA form is: Provided by the Court.

 Identical in content to the Court’s.

 The form is legible / all information is readable.

 A separate POA is completed for each child.

 The POA is signed by at least one of the child’s parents.

 The POA contains the address of each signing parent.

 The POA contains the name, address, and county of residence of the grandparent(s) named as having the POA.

 The grandparent(s) residence is in the state of Ohio.

 The POA contains the name and date of birth of the child.

 The child is under the age of 18.

 The POA packet contains complete and legible answers to all questions.

 There are no pending proceedings regarding the child, i.e.,:

 The appointment of a guardian or an adoption;

 Temporary, permanent, or legal custody, or for placement in PPLA;

 An *ex parte* emergency order;

Divorce, dissolution, legal separation, annulment, or allocation of parental rights and responsibilities.

 The POA is correctly notarized.

 The POA was signed and notarized in the past five (5) days.

 There is no other non-expired POA or Caretaker Authorization Affidavit (CAA) existing with the court regarding this child.

**The following statements must be true only if one (1) parent has signed the POA and address of the non-custodial parent is known.**

 The POA is accompanied by a showing that notice of the creation of the POA was sent by certified mail to the non-custodial parent.

 Proof of mailing is filed with the POA.