

INSTRUCTIONS FOR DEPOSITING OF MINOR'S FUNDS

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list of duties in depositing of minor's funds.

Whenever a minor is receiving funds from an inheritance from an estate, insurance policy (where minor is named beneficiary) or wrongful death settlement (where minor is recipient of wrongful death proceeds) and the amount is \$25,000 or less the application is filed in Probate Court.

A filing fee of \$43.00 deposit is required at the time of filing. Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **This fee must be paid in cash, money order, certified check, MasterCard, Discover, or American Express. No personal checks will be accepted.**

The forms may be obtained from the Issue Desk on the 9th floor of the Probate Court, 230 E. 9th Street, Cincinnati, Ohio or by downloading the forms from the web site.

STEP 1: Filing of the Application

After you fill out the Application and Entry to Deposit Minor's Funds – No Guardian (H.C. 116.10) you need to see a magistrate.
If the funds are coming from an estate or a wrongful death settlement in the Hamilton County Probate Court you need to see the magistrate assigned to that estate.
The magistrate will review the forms and approve the application for filing.

STEP 2: Filing of papers with Cashier

The Application and Entry to Deposit Minor's Funds – No Guardian is taken to the cashier who will assign a case number.
At this time the cashier will require the payment of the filing fee of \$43.00.
The cashier will retain the original form.
Please provide the cashier with a copy of the form so that it may be filed stamped.
This copy will be presented to the bank to establish the account.

STEP 3: Depositing of Funds and Filing of Verification of Receipt and Deposit

Once the Application and Entry has been approved, the check needs to be deposited into the depository listed on the application.
The funds should be listed in the name of the minor only.
Principal and interest will be impounded until the minor reaches the age of 18.
After the money has been deposited a **Verification of Receipt and Deposit (H.C. Form 22.3)** needs to be presented to the magistrate for approval and then filed with the Cashier.
The verification should be filed within 14 days from the filing of the application and entry or the Court will cite you to appear.

**PROBATE COURT OF HAMILTON COUNTY, OHIO
JAMES CISSELL, JUDGE**

IN THE MATTER OF _____, MINOR

CASE NO. _____

**APPLICATION FOR DEPOSIT OF MINOR'S FUNDS
WITHOUT APPOINTMENT OF GUARDIAN
[R.C. 2111.05, \$25,000 OR LESS]**

Now comes the undersigned applicant, without the appointment of a guardian, and applies to the Court for an order releasing to _____, a depository authorized to receive fiduciary funds, the amount of \$ _____, belonging to _____, a minor, from the following source: _____ gift; _____ inheritance; _____ insurance proceeds; _____ wrongful death proceeds (Estate No. _____ Estate Name _____); or _____ other (_____).

Attorney for applicant

Applicant

Address

Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

**ORDER FOR DEPOSIT OF MINOR'S FUNDS WITHOUT
APPOINTMENT OF GUARDIAN**

Applicant is hereby ordered to release to _____, a depository authorized to receive fiduciary funds, in the sum of \$ _____, being funds belonging to _____, a minor from the source described above. Said funds shall be held in the sole name of the minor and shall not be released until said minor attains the age of majority or until further order of the Court. Within fourteen (14) days of this order, the applicant shall file a Verification of Deposit with this Court.

James Cissell, Probate Judge/Magistrate

**PROBATE COURT OF HAMILTON COUNTY, OHIO
JAMES CISSELL, JUDGE**

IN THE MATTER OF _____

CASE NO. _____

VERIFICATION OF RECEIPT AND DEPOSIT
[Not for use in Custodial Account]

Pursuant to Court order, the sum of \$ _____ was deposited with
_____ on the _____ day of _____,
as evidenced by Savings/Certificate of Deposit Account Number _____
_____. This account is held solely in the name
of _____, a minor.

By accepting said deposit for said minor, this institution agrees that said deposit, together with accumulated interest, shall be held and no part thereof released until said minor attains the age of majority or upon further order of this Court.

Financial Institution

By: _____
Authorized Officer

Typed or Printed Name

Phone Number

Date