

WAYNE COUNTY PROBATE COURT

www.wayneprobateandjuvenile.org

MINOR'S CLAIM CHECKLIST

Deposit: \$200.00

INITIATION REQUIREMENTS

- _____ Form 22.0 – Application to Settle Minor’s Claim (RC 2111.18, SupR 67,68)
- _____ Minor must be a resident of Wayne County
- _____ Certified copy of minor’s birth certificate (Local Rule 68.1)
- _____ Narrative statement in support of settlement describing occurrence and injury or damage (to be attached per application)
- _____ Current statement of examining physician in respect to injuries sustained, extent of recovery, and permanency of any injuries (SupR 68B – statement is mandatory as opposed to discretionary) Must be on business letterhead or in the form of medical records supporting the claims.
- _____ List of unreimbursed medical/other expenses and proposed payees (to be attached per application)
- _____ For a Loss of Consortium claim, the Court requests a detailed statement from the parents(s)/applicant(s). SupR 68(B).
- _____ Statement of what additional consideration, if any, is being paid to person other than minor as result of incident causing injury to minor (SupR 68B)
- _____ Motion and Entry to Approve Attorney fees or Statement of what arrangement, if any, has been made with respect to counsel fees; counsel fees subject to approval by court (SupR 68B) (copy of attorney’s fee contract and itemization of suit expenses to be attached per application)
- _____ Structured settlement documents (if applicable)
- _____ Form 22.1 – Waiver and Consent to Settle Minor’s Claim (from noncustodial parent or parents) (SupR 68A) – optional.
- _____ Form 22.01 – Entry Setting Hearing and Ordering Notice
- _____ Filing Fee of \$200.00
- _____ If claim settled for net amount of \$25,000 or less after payment of fees/expenses as allowed by court, appointment of guardian not required. (RC2111.18, effective 3/23/10; SupR 67). If guardian required, ensure that application to appoint guardian has been filed.
- _____ Signature of ___ Applicant ___ Fiduciary ___ Attorney required (SupR 57, CivR 11)
- _____ Prepare Form 22.2 – Entry Approving Settlement of a Minor’s Claim

POST HEARING REQUIREMENTS

- _____ Form 22.4 – Report of Distribution /Entry (*due within 30 days of entry approving or as stated on entry*)
- _____ All fees must be paid prior to Court approving report of distribution
- _____ Form 22.3 – Verification of Receipt and Deposit (*due within 7 days of issuance of entry*) (RC 2111.05, SupR 67)