

SHELBY COUNTY PROBATE COURT

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MINOR'S CLAIM CHECKLIST

INITIATION REQUIREMENTS

- ___ Form 22.0 - Application to Settle Minor's Claim (*RC 2111.18, SupR 67, 68*)
- ___ Certified copy of minor's birth certificate (*Local Rule 68.1*)
- ___ Form 22.01 - Entry Setting Hearing and Ordering Notice
- ___ Security deposit for costs (*Local Rule 58.1*)
- ___ Claim settled for net amount of \$25,000 or less after payment of fees/expenses as allowed by court, appointment of guardian not required. (*RC 2111.18, effective 3/23/10*)
- ___ Signature of ___Applicant ___Fiduciary ___Attorney required (*SupR 57, CivR 11*)

PRECEDING HEARING REQUIREMENTS

- ___ Form 22.1 – Waiver and Consent to Settle Minor's Claim (from noncustodial parent or parents) (*SupR 68A*)
- ___ Proof of service of Notice to noncustodial parent or parents who have not waived notice (seven days notice) (*SupR 68A*)
- ___ 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*)
 - ___Statement of physician must be on business letterhead
 - ___Statement must be dated within six (6) months of it's filing date
 - ___Statement must be legible
- ___ List of unreimbursed medical/other expenses and proposed payees (*to be attached per application*)
- ___ Statement of what additional consideration, if any, is being paid to persons other than minor as result of incident causing injury to minor (*SupR 68B*)
- ___ 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 (*to be attached per application*)
- ___ Compliance with *Local Rule 68.2* – attorney discuss settlement with Court prior to applicant's appearance at hearing
- ___ Form 22.2 – Entry Approving Settlement of a Minor's Claim

PROCEEDING HEARING REQUIREMENTS

- ___ Form 22.4 - Report of Distribution /Entry (*due within 30 days of entry approving, as stated on entry*)

____ Form 22.3 – Verification of Receipt and Deposit (*due within 7 days of issuance of entry*) (RC 2111.05, SupR 67)

OTHER: _____

