

In the Court of Common Pleas, Lucas County, Ohio
JUVENILE DIVISION

Instructions for:

CHILD CARE POWER OF ATTORNEY CARETAKER AUTHORIZATION AFFIDAVIT

This packet was prepared for your convenience and ease in filing a CHILD CARE POWER OF ATTORNEY or a CARETAKER AUTHORIZATION AFFIDAVIT. Both allow grandparents to exercise parental authority over grandchildren living with grandparents, but they are different:

- A POWER OF ATTORNEY can only be filed by a **parent, guardian, or custodian of a child.**
- A CARETAKER AUTHORIZATION AFFIDAVIT can only be filed by a **grandparent** after reasonable attempts have been made to locate or contact the child's parents, guardian, or custodian.

This packet contains both a POWER OF ATTORNEY and a CARETAKER AUTHORIZATION AFFIDAVIT. Read through both documents and their notices to determine if either is appropriate for your situation. Make certain that you understand and meet all requirements before selecting a document. **Answer all questions completely and accurately.** Use **BLACK** ink and type or neatly print all information. Use the appropriate enclosed checklist to complete the following steps:

1. The CHILD CARE POWER OF ATTORNEY **OR** the CARETAKER AUTHORIZATION AFFIDAVIT. The term at the top of the form, "In re," refers to the name of the child or children. The Case Number is only completed if a previous case number exists. Court staff will determine if a case number already exists or assign a case number for a new filing.
2. THE CHILD CUSTODY AFFIDAVIT ~ See #1 for instructions.
3. Each must be **signed and notarized** by an Ohio notary public.
4. File the POWER OF ATTORNEY or CARETAKER AUTHORIZATION AFFIDAVIT in the appropriate court **within five (5) days**, along with the:
CHILD CUSTODY AFFIDAVIT;
PARTY INFORMATION FORM;
CHECKLIST.
5. The documents can be filed by mailing or bringing them to:

Lucas County Juvenile Clerk's Office
1801 Spielbusch Avenue
Toledo, OH 43604

There is no filing fee for these documents. Questions concerning these instructions may be addressed to a Deputy Clerk at 419-213-6682. Any legal questions should be addressed by an attorney. **Legal questions cannot be answered by Court staff.**

Termination: Documents are available in the Juvenile Clerk's Office in the event that the Power Of Attorney or CARETAKER AUTHORIZATION AFFIDAVIT is terminated. Various parties must be notified upon termination.