

# Hamilton County Juvenile Court

## Instructions for:

### 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** (Form 1349) **OR** the **Caretaker Authorization Affidavit** (Form 1345). 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 "F" 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** (Form 551A/B). 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 5 days**, along with the:
  - Child Custody Affidavit** (Form 551A/B);
  - Party Information Form** (Form 1347);
  - Checklist** (Form 1348 or 1344)
5. The documents can be filed by mailing or bringing them to:
  - Hamilton County Juvenile Court
  - Clerk's Office
  - 800 Broadway
  - Cincinnati, OH 45202-1332

There is no filing fee for these documents. Questions concerning these instructions may be addressed to a Deputy Clerk at 513-946-9433, 9434, 9435 or 9436. Any legal questions should be addressed by an attorney. **Legal questions cannot be answered by Court staff.**

**Termination:** Documents are available in the Clerk's Office in the event that the power of attorney or caretaker authorization affidavit is terminated. Various parties must be notified upon termination.