



~ JUDGE BRAD SMITH ~

How to Prepare this Form for Filing with Probate Court

- 1) Read the form in its entirety before you start to fill it out.
- 2) This form must be filled out in pen and **printed** neatly or **typed**.
- 3) If the form is printed ~ it must be legible. The Court must be able to read the request otherwise it will be returned to the party until it is legible. As an option you make take the form to the Public Library or to the Law Library in the basement of the Courthouse and you can type it.
- 4) **In the Matter of:** print/type the case you are filing such as: estate, guardianship, trust, adoption, mental illness or civil; along with the name of the person this action is pertaining to.
- 5) **Case Number:** the court will complete.
- 6) **Now Comes:** print/type your name.
- 7) **And Respectfully Moves This Court To:** print/type what action you are asking the Court to consider.
- 8) **Because:** print/type reason you are asking the court to consider this action.
- 9) **Signature – X** is where you sign this form and print/type your **Name, Address, Phone Number and Email.**
- 10) **Certificate of Service:** Check the type of service you are requesting. Complete information for each party that is to be served.

How to File This Form with the Probate Court

- 1) Submit the original form AND ONE COPY to the Court for filing.
- 2) Deposit for costs - \$5.00 for the Motion, plus \$1.00 per page for attachments, unless the Court determines you are indigent.
- 3) If you are requesting service by Sheriff you will be responsible for additional fees.
- 4) A copy of the motion (pro se) will be served on all other parties and/or opposing Counsel as you directed in the Certificate of Service.

Actions the Court may Take

- The Court may schedule the Motion for hearing.
- The Court may decide on the Motion without a hearing.

**COURT OF COMMON PLEAS
SANDUSKY COUNTY, OHIO
PROBATE DIVISION**

<p><i>In the Matter of:</i></p> <p>The _____ of (Guardianship/Estate/Adoption/Trust/Civil)</p> <p>_____</p> <p>(Name of the Person this Action is Pertaining to)</p>	<p>CASE NO.: _____</p> <p>(Court to Complete)</p>
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MOTION (PRO SE)

Now comes _____ and respectfully moves this court to:
(Your Name)

(Explain in Detail What You Want the Court to Do)

Action _____

Certificate of Service

A copy of this motion must be served on all parties. Check the type of service you are requesting.

- Certificate of Mailing (no cost to you)
- Service by Sheriff (this will cost you additional fees payable to the Court)

Deputy Clerk serve the parties as listed below:

Name of Party to be Served

Address of Party to be Served

Phone Numbers and Email Address (if known) of Party to be Served

Name of Party to be Served

Address of Party to be Served

Phone Numbers and Email Address (if known) of Party to be Served

Name of Party to be Served

Address of Party to be Served

Phone Numbers and Email Address (if known) of Party to be Served

JUDGMENT ENTRY

The Court finds:

- The Motion is well-taken and is **GRANTED**.
- The Motion is not well-taken and is **DENIED**.
- _____.

Judge or Magistrate / Date