

Franklin County Probate Court

Establishing a Custodial Account

Step 1: SELECT AN APPROVED CUSTODIAL DEPOSITORY

Only certain bank branches are approved as custodial depositories.

Choose from the current list, available on the FCPC's website:

[Financial Institution Addresses](#)

Step 2: OBTAIN SPECIFIC AUTHORITY TO OPEN A CUSTODIAL ACCOUNT

Notify the court of which approved bank branch you selected. The form that you will use depends on the case type:

In an ESTATE or GUARDIANSHIP:

1. [Motion for Release of Assets to be Deposited with a Custodian In Lieu of Bond](#) (form ePC-EGT-1.GM)
2. [Proposed Entry for Release of Assets to be Deposited with a Custodian In Lieu of Bond](#) (form ePC-EGT-1.GME). Include the name and address of the bank branch that you have selected on the last 2 lines before the Judge's signature.

In a MINOR SETTLEMENT or DISPENSE WITH GUARDIANSHIP:

1. [Application for Dispensing With Appointment of Guardian](#) (form ePC-G-16.0A)
2. [Proposed Entry Dispensing With Appointment of Guardian and Ordering Deposit](#) (form ePC-G-16.0B). Include the name and address of the bank branch that you have selected on the proposed Entry.

Step 3: OPEN THE CUSTODIAL ACCOUNT

You will receive a certified copy of the Entry in the mail. Take this certified copy to the bank branch that you selected (listed in the Entry). You may also take any money that will be deposited into the new custodial account.

The bank will file a Verification of Receipt and/or Deposit of Custodian (Form PC-EGT-22.3A) to confirm that the account was properly established and funded.

Step 4: FILE AN INVENTORY (for Guardians and Trustees)

An Inventory must be filed within 3 months of your appointment. This form shows the Court a list of everything that is being managed in the case.

The form that you will use to file an Inventory depends on the case type:

If you are a Guardian, file a Guardian's Inventory (form PC-G-15.5A)

If you are a Trustee, file a Trust Inventory (form PC-T-25.4A)

This is an important requirement and may result in a citation if you do not comply.

If you cannot file an Inventory within 3 months of your appointment, notify the Court using the following forms to avoid being held in contempt of court:

1. Application to Extend Time (form ePC-EGT-1.F)
2. Proposed Entry Extending Time (ePC-EGT-1.Fe)

Please see the Court's Website for instructions on how to e-File pleadings with the Court. The e-Filing site address is: <https://efile.franklincountyoh.tyberacloud.net/>.

All court costs must be paid by credit debit card at the submission of your filing. A convenience fee for the transaction will be added to your submission total.

If you have further questions, the Court's Custodial Department may be reached at 614-525-3174.