

**FILING PROCEDURE FOR  
GRANDPARENT POWERS OF ATTORNEY, R.C. 3109.53  
AND  
GRANDPARENT CARETAKER AUTHORIZATION AFFIDAVITS, R.C.3109.65**

1. The Grandparent Powers of Attorney and the Grandparent Caretaker Authorization Affidavits are documents that grant the child's grandparent custodial rights and responsibilities regarding the care, physical custody and control of the child, including the ability to enroll the child in school, to obtain from the school district educational and behavioral information about the child, to consent to all school-related matters regarding the child, and to consent to medical, psychological, or dental treatment for the child.
2. The powers of attorney and authorization affidavits do not affect the rights of the child's parents and do not grant legal custody to the grandparent. The child support agency cannot re-direct the child support to the grandparent.
3. The power of attorney is to be used when the parent is available to sign the power of attorney and agrees with having his or her child live with the child's grandparent. The form must be signed by the grandparent and the parent in the presence of an Ohio notary public. The grandparent must live in Cuyahoga County and the power of attorney must be filed in the Cuyahoga County Juvenile Court's Clerk's office. The power of attorney must be filed no later than five days after the date the power of attorney is created. The parent of the child signing the power of attorney must notify the child's other parent of the creation of the power of attorney.
4. The caretaker authorization affidavit is to be used when the child resides with the grandparent, but despite reasonable efforts, the parents of the child cannot be located. The document must be signed by the grandparent in the presence of an Ohio notary public. The grandparent must live in Cuyahoga County and the authorization affidavit must be filed in the Cuyahoga County Juvenile Court's Clerk's office. The document must be filed no later than five days after the date the authorization affidavit is created.
5. The original and a copy of the power of attorney or authorization affidavit should be brought to the court when filing the document. There is no filing fee.
6. A completed UCCJEA affidavit must also be filed with the power of attorney or the authorization affidavit.
7. If only one parent signed the power of attorney and the address of the non-custodial parent is known, the court must be provided with a postal receipt showing that notice of the creation of the power of attorney was sent by certified mail to the non-custodial parent.
8. The power of attorney and the authorization affidavit terminate when revoked by the person who created the document or the child ceases to live with the grandparent or the parent terminates the authorization affidavit.