





IN THE WARREN COUNTY, OHIO COMMON PLEAS COURT  
PROBATE DIVISION

ESTATE OF: \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**CLASSIFICATION FORM FOR ESTATES**

**[Check one of the following: A, B, C or D]**

- A.  This estate requires full administration. The following special instructions are given to the Court  
**[Check if applicable: 1 and/or 2]**
  - 1.  A citation to the surviving spouse shall be required in this estate.
  - 2.  Pursuant to R.C. 2109.301(B), the estate is not required to file a partial account or a final account. A Certificate of Termination shall be filed herein.
- B.  This estate is being opened to pursue a claim for wrongful death or survival action as a result of personal injury, and there are no assets to administer.
- C.  There are probate assets to administer, and this estate will remain open to pursue a claim for wrongful death or survival action as a result of personal injury.
- D.  This estate is being opened solely for the purpose of filing or continuing a cause of action in favor or against the decedent's estate.

**NOTICE TO EXTEND ADMINISTRATION**

**[R.C. 2109.301, Sup. R 78(B) and (C)]**

The undersigned hereby gives notice to extend the administration beyond six months for the following reason(s):

- An Ohio estate tax return must be filed for the estate.
- A proceeding contesting the validity of the decedent's will pursuant to R.C. 2107.71 has been commenced.
- The surviving spouse has filed an election to take against the will.
- The administrator or executor is a party in a civil action, Case No. \_\_\_\_\_ in \_\_\_\_\_
- \_\_\_\_\_.
- The estate is insolvent.

An account or certificate of termination shall be no later than thirteen months after the appointment of the fiduciary.

**CERTIFICATION**

**THE UNDERSIGNED HAS PERSONALLY EXAMINED THE INDEX OF WILLS DEPOSITED PURSUANT TO R.C. 2107.08 AND CERTIFIES THAT ALL WILLS ON DEPOSIT, REGARDLESS OF THE DATE OF EXECUTION, HAVE BEEN ADMITTED TO PROBATE OR FILED FOR RECORD PURPOSES ONLY.**

**[Sup. Rule 59(A)]**

- \_\_\_\_\_  
 Attorney for the Estate  
 Fiduciary for the Estate

**PROBATE COURT OF WARREN COUNTY, OHIO**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**APPLICATION TO PROBATE WILL**

[R.C. 2107.11, 2107.18, and 2107.19]

Applicant says that decedent died on \_\_\_\_\_

Decedent's domicile was \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City or Village, or Township if unincorporated area County

\_\_\_\_\_  
Post Office State Zip Code

A document purporting to be decedent's last will is attached and offered for probate, and applicant waives notice of probate of this will.

Decedent's surviving spouse, children, next of kin, legatees and devisees, known to applicant, are listed on the attached Form 1.0.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
Phone Number (include area code)

Attorney Registration No. \_\_\_\_\_

**WAIVER OF NOTICE OF PROBATE OF WILL**

The undersigned, being persons entitled to notice of the probate of this will, waive such notice. After a certificate is filed evidencing these waivers and any notices given, any action to contest the validity of this will must be filed no more than three months after the filing of the certificate for estates of decedents who die on or after January 1, 2002, and no more than four months after the filing of the certificate for estates of decedents who die before January 1, 2002.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CASE NO. \_\_\_\_\_

### ENTRY ADMITTING WILL TO PROBATE

The Court finds that the purported will of decedent, either on its face or from testimony of the witnesses, complies with applicable law. It is therefore admitted to probate and ordered recorded. The Court further orders that notice of the probate be given to all parties entitled to notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

### CERTIFICATE OF WAIVER OF NOTICE

The undersigned states that all persons entitled to notice:

[Check applicable boxes]

- Have waived notice of the application for probate of this will or of a contest as to jurisdiction.
- Have waived notice of this will's admission to probate. The waivers are filed herein.
- Have not been notified because their names or places of residence are unknown and cannot with reasonable diligence be ascertained.

- \_\_\_\_\_  
 Fiduciary  
 Applicant for the admission of this will to probate  
 Applicant for a release from administration  
 Other interested person  
 Attorney for any of the above

Attorney Registration No. \_\_\_\_\_

**PROBATE COURT OF WARREN COUNTY, OHIO**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**WAIVER OF NOTICE OF PROBATE OF WILL**

[R.C. 2107.19(A)(2)]

The undersigned, being persons entitled to notice of the probate of this will, waive such notice. After a certificate is filed evidencing these waivers and any notices given, any action to contest the validity of this will must be filed no more than three months after the filing of the certificate for estates of decedents who die on or after January 1, 2002, and no more than four months after the filing of the certificate for estates of decedents who die before January 1, 2002.

_____	_____
_____	_____
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_____	_____
_____	_____

**PROBATE COURT OF WARREN COUNTY, OHIO**

**ESTATE OF \_\_\_\_\_, DECEASED**  
**CASE NO. \_\_\_\_\_**

**NOTICE OF PROBATE OF WILL**

[R.C. 2107.19(A)]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that the decedent died on \_\_\_\_\_, \_\_\_\_\_, that the decedent's will was admitted to probate by this Court located at \_\_\_\_\_ Ohio, on \_\_\_\_\_, \_\_\_\_\_. This notice is given to all persons who would be entitled to inherit from the decedent had the decedent died intestate and to all legatees and devisees named in this will who do not waive notice. You are receiving this notice as: [check all of the following that apply]

- The Surviving Spouse.
- A person who would be entitled to inherit from the decedent had the decedent died intestate.
- A legatee or devisee named in the will.

After a certificate is filed evidencing any notices given, any action to contest the validity of this will must be filed no more than three months after the filing of the certificate for estates of decedents who die on or after January 1, 2002, and no more than four months after the filing of the certificate for estates of decedents who die before January 1, 2002.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
Fiduciary  
Applicant for the admission of this will to probate  
Applicant for a release from administration  
Other interested person  
Attorney for any of the above

Attorney Registration No. \_\_\_\_\_

**PROBATE COURT OF WARREN COUNTY, OHIO**

**ESTATE OF \_\_\_\_\_, DECEASED**

**CASE NO. \_\_\_\_\_**

**ENTRY ADMITTING WILL TO PROBATE**

The Court finds that the purported will of decedent, either on its face or from the testimony of the witnesses, complies with the applicable law. It is therefore admitted to probate, and ordered recorded. The Court further orders that notice of the probate be given to all parties entitled to notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF WARREN COUNTY, OHIO

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**CERTIFICATE OF SERVICE OF NOTICE OF PROBATE OF WILL**  
**[R.C. 2107.19(A)(3)]**

The undersigned states that all persons entitled to notice:

**[Check all applicable boxes]**

- Have waived notice of the admission of this will to probate. The waivers are filed herein.
- Have received notice of the admission of this will to probate.
- Have been notified of the hearing on the probate of this will or a contest as to jurisdiction.
- Evidence of notification is filed herein.
- Have not been notified because their names or places of residence are unknown and cannot with reasonable diligence be ascertained.

- 
- Fiduciary
  - Applicant for the admission of this will to probate
  - Applicant for a release from administration
  - Other interested person
  - Attorney for any of the above

Attorney Registration No. \_\_\_\_\_

PROBATE COURT OF WARREN COUNTY, OHIO

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

APPLICATION FOR AUTHORITY TO ADMINISTER ESTATE
[R.C. 2109.02 and 2109.07]

[For Executors and all Administrators; attach supplemental application for ancillary administration, if applicable]

Applicant says that decedent died on \_\_\_\_\_

Decedent's domicile was \_\_\_\_\_
Street Address

City or Village, or Township if unincorporated area County

Post Office State Zip Code

Applicant asks to be appointed \_\_\_\_\_
of decedent's estate [Check whichever of the following are applicable] -- [ ] To applicant's
knowledge, decedent did not leave a Will -- [ ] Decedent's Will has been admitted to probate
in this Court -- [ ] A supplemental application for ancillary administration is attached.

Attached is a list of the surviving spouse, children, next of kin, and legatees and devisees, known to
applicant, which list includes those persons entitled to administer the estate.

The estimated value of the estate is:

Table with 2 columns: Description and Amount. Rows include Personal property, Annual real property rentals, Subtotal, personalty and rentals, Real Property, Total estimated estate, Applicant owes the estate, and The estate owes applicant.

[Check one of the following four paragraphs]

- [ ] Applicant says that decedent's Will requests that no bond be required, and therefore asks the Court to dispense with bond.
[ ] Applicant is a trust company duly qualified in Ohio, and bond is dispensed with by law.

CASE NO. \_\_\_\_\_

Applicant is decedent's surviving spouse and is entitled to the entire net proceeds of the estate, or applicant is the next of kin entitled to the entire net proceeds of the estate and there is no will. Bond is dispensed with by law.

Applicant offers the attached bond in the amount of \$ \_\_\_\_\_

Applicant accepts the duties of fiduciary in the estate imposed by law, and such additional duties as may be required by the Court. Applicant acknowledges being subject to removal as fiduciary for failure to perform such duties as required, and also acknowledges being subject to criminal penalties for improper conversion of any property held as fiduciary.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
Phone Number (include area code)

**WAIVER OF RIGHT TO ADMINISTER**  
[R.C. 2113.06]

The undersigned, being persons entitled to administer decedent's estate, and whose priority of right to do so is equal or superior to that of applicant, hereby waive appointment to administer the estate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTRY SETTING HEARING AND ORDERING NOTICE**

The court sets \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_.M. as the date and time for hearing the application for authority to administer decedent's estate. The Court orders notice to take or renounce administration to be given those persons entitled to administer decedent's estate, whose priority of right to do so is equal or superior to that of applicant, and who have not waived appointment to administer the estate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

IN THE WARREN COUNTY, OHIO COMMON PLEAS COURT  
PROBATE DIVISION

ESTATE OF: \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**FIDUCIARY'S ACCEPTANCE  
(EXECUTOR/ADMINISTRATOR)**

[R.C. 2109.02]

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court. As executor/administrator of the estate I will:

- 1) Give notice of the admission of the will to probate (if applicable) within 2 weeks of my appointment and file a certificate of probate of will within 2 months.
- 2) Make and file any inventory of the real and personal property assets of the estate within 3 months after appointment, or such time as extended by the Court.
- 3) Deposit funds which come into my hands in a lawful depository located within this state. Estate checking accounts must provide canceled checks, as these are required to prove the accounts.
- 4) Keep estate funds in separate estate checking accounts at all times during the administration of the estate.
- 5) Invest all funds in a lawful manner.
- 6) Make and file the final and distributive account within 6 months following my appointment, or such time as extended by the Court.
- 7) File all tax documents as required by law.
- 8) Maintain adequate insurance to reasonably protect any property that I may hold as a fiduciary.
- 9) Obey all Orders of the Court.

I acknowledge that pursuant to 2109.02 I am subject to removal as such fiduciary if I fail to perform such duties. I further acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property that I hold as fiduciary.

NOTICE: Attorney fees shall not be paid until the final account is prepared for filing unless otherwise approved by the Court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executor/Administrator

PROBATE COURT OF WARREN COUNTY, OHIO

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

**FIDUCIARY'S BOND**  
[For Executors and all Administrators]

Amount of Bond \$ \_\_\_\_\_

The undersigned principal, and sureties if any, are obligated to the State of Ohio in the above amount, for payment of which we bind ourselves and our successors, heirs, executors and administrators, jointly and severally.

The principal has accepted in writing the duties of fiduciary in decedent's estate, including those imposed by law and such additional duties as may be required by the Court.

This obligation is void if the principal performs such duties as required.

This obligation remains in force if the principal fails to perform such duties, or performs them tardily, negligently, or improperly, or if the principal misuses or misappropriates estate assets or improperly converts them to his own use or the use of another.

**[Check if personal sureties are involved]** --  The sureties certify that each of them owns real estate in this county, with a reasonable net value as stated below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Surety

by \_\_\_\_\_  
Attorney in Fact

by \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

Net value of real estate owned in this county  
\$ \_\_\_\_\_

Net value of real estate owned in this county  
\$ \_\_\_\_\_

**PROBATE COURT OF WARREN COUNTY, OHIO**

**ESTATE OF \_\_\_\_\_, DECEASED**

**CASE NO. \_\_\_\_\_**

**WAIVER OF RIGHT TO ADMINISTER**

Application of \_\_\_\_\_ for appointment to administer decedent's estate.

The undersigned, being persons entitled to administer decedent's estate, and whose priority of right to do so is equal or superior to that of the applicant, hereby waive appointment to administer the estate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROBATE COURT OF WARREN COUNTY, OHIO

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

NOTICE AND CITATION OF HEARING ON APPOINTMENT OF FIDUCIARY

[R.C. 2113.06 and 2113.07]

To the following persons:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_ has filed an application in this Court, asking to be appointed to administer decedent's estate.

The hearing on the application will be held \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ AM. in this Court.

The Court is located:

\_\_\_\_\_

You are one of the persons entitled to administer decedent's estate, and if you wish to be considered for appointment to do so you must apply to this Court. If you do not apply, it will be considered that you renounce your right to administer the estate. The Court may appoint any suitable and competent person to administer the estate, giving due weight to relative priority of right to do so. Even if you decline appointment yourself, if you know of any reason why the above applicant is not suitable or competent, you should appear and inform the Court.

\_\_\_\_\_  
Probate Judge/Clerk

PROBATE COURT OF WARREN COUNTY, OHIO

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

ENTRY APPOINTING FIDUCIARY;  
LETTERS OF AUTHORITY

[For Executors and all Administrators]

Name and Title of Fiduciary:

\_\_\_\_\_

On hearing in open court the application of the above fiduciary for authority to administer decedent's estate, the Court finds that:

Decedent died [Check one of the following] --  testate --  intestate on \_\_\_\_\_, domiciled in \_\_\_\_\_

[Check one of the following] --  Bond is dispensed with by the Will --  Bond is dispensed with by law --  Applicant has executed and filed an appropriate bond, which is approved by the Court; and

Applicant is a suitable and competent person to execute the trust.

The Court therefore appoints applicant as such fiduciary, with the power conferred by law to fully administer decedent's estate. This entry of appointment constitutes the fiduciary's letters of authority.

\_\_\_\_\_ Date

\_\_\_\_\_ Probate Judge

CERTIFICATE OF APPOINTMENT AND INCUMBENCY

The above document is a true copy of the original kept by me as custodian of the records of this Court. It constitutes the appointment and letters of authority of the named fiduciary, who is qualified and acting in such capacity.

[Seal]

\_\_\_\_\_ Probate Judge/Clerk

\_\_\_\_\_

\_\_\_\_\_ Date