

IN THE COURT OF COMMON PLEAS OF UNION COUNTY, OHIO
PROBATE DIVISION
JUDGE RICK RODGER

ESTATE OF _____, **DECEASED**

CASE NO. _____

FIDUCIARY'S ACCEPTANCE

R.C. 2109.02

I, the undersigned, hereby accept the duties required of me by law and such additional duties as are ordered by the Court. As Executor or Administrator of the Estate, I will:

- 1) If the Decedent's Will has been filed, serve Notice of the admission of the Will to probate to all heirs and beneficiaries within two (2) weeks of my appointment and file a Certificate of Notice of Probate of Will within two (2) months of my appointment.
- 2) Prepare and file an Inventory of all real and personal assets of the Estate within three (3) months of my appointment, or such time as may be extended by order of the Court.
- 3) File a Report of Newly Discovered Assets within thirty (30) days of discovery if more assets are later discovered.
- 4) Deposit all funds I receive in a lawful, Ohio depository and keep Estate funds in separate Estate accounts during the administration, not commingling my personal assets and funds with Estate assets or funds.
- 5) Invest all Estate funds in a lawful manner.
- 6) Pay and disclose all valid debts in the Estate Accounts.
- 7) Timely pay appraisers' fees and my bond premium (if any) and maintain adequate insurance to reasonably protect any property that I may hold as a Fiduciary.
- 8) Prepare and timely file the final Account within six (6) months of my appointment, unless as extended by the Court or by law, and file any additional Accounts annually or as ordered by the Court.
- 9) File all tax documents as required by law.
- 10) Allow my name, address, and telephone number to appear in the Court's docket and be accessible through the Court's website.
- 11) Immediately notify the Probate Court if I change my name, address and/or telephone number.
- 12) Obey all orders of the Court.

NOTICE: Attorney fees shall not be paid until the final and distributive Account is prepared for filing, unless specifically authorized by the Court.

I acknowledge that pursuant to R.C. 2109.02, I am subject to removal as Fiduciary if I fail to perform my duties. Further, I acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property that I hold as Fiduciary.

Date

Fiduciary's Signature

Typed or Printed Name