

PROBATE COURT OF GUERNSEY COUNTY, OHIO
DAVID B. BENNETT, JUDGE

ESTATE OF _____, DECEASED
CASE NO. _____

FIDUCIARY'S ACCEPTANCE
EXECUTOR/ADMINISTRATOR
[O.R.C. 2109.02 and Loc. R. 60.1]

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) Inventory any safety deposit box of the decedent.
- 2) Make and file an inventory of the real and personal 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.
- 4) Keep estate funds in separate estate accounts at all times during the administration of the estate.
- 5) Invest all funds in a lawful manner.
- 6) Pay and disclose in the estate account all valid debts unless otherwise determined by law.
- 7) Timely pay appraiser fee and bond premium, if any.
- 8) For estates where the decedent died after December 31, 2001, send Notice of Probate of Will (if applicable) within 2 weeks of my appointment, prepare and file the inventory within 3 months of my appointment, prepare and file final account within 6 months of my appointment or such other time as extended by the Court or by law.
- 9) For estates where the decedent died prior to January 1, 2002, prepare and file a partial or final account within 9 months following my appointment, or such time as extended by the Court. File additional accounts on at least an annual basis.
- 10) File all tax documents as required by law.
- 11) Obey all Orders of the Court.
- 12) If I change my address, I shall immediately notify the Probate Court.

***WARNING:** The Attorney shall not be paid prior to the preparation of the final account unless specifically authorized by this Court.

I acknowledge that I am subject to removal as such fiduciary if I fail to perform my fiduciary duties.

I also acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property which I hold as fiduciary.

DATE

Signed _____
EXECUTOR/ADMINISTRATOR

NOTE: ORC 2109.02. Every fiduciary, before entering upon the execution of a trust, shall receive letters of appointment from a probate court having jurisdiction of the subject matter of the trust.

The duties of a fiduciary shall be those required by law, and such additional duties as the Court orders. Letters of appointment shall not issue until a fiduciary has executed a written acceptance of the duties, acknowledging that the fiduciary is subject to removal for failure to perform the duties, and further is subject to possible penalties for conversion of property held as a fiduciary. The written acceptance may be filed with the application for appointment.