

Checklist

Estate Administration – Special Administrator

Filing Fee

\$190 + \$2.00 for each certified Letter of Authority

If Surviving Spouse:

*Add \$11 if citation to elect is issued

*Add \$5 if waiver of citation to elect is filed

* Service Fees for FedEx Commercial Carrier Service will be due at the time of hearing or appointment of fiduciary *if applicable*

Requirements

The decedent must have been a resident of Greene County, Ohio at the time of death or died a resident of another state and owned real estate in Greene County. The appointment of a Special Administrator is permissible when there is a delay in appointment of a Fiduciary to administer the estate. A Special Administrator has limited authority under R.C. §2113.15. See *Local Rule 60.2 for more information.*

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
 - If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Fiduciary's Bond (Form 4.2) *If applicable*
 - See Local Rule 75.2 on bond requirements
- Fiduciary Acceptance (GC Form 60.3-B)
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*

OR

- Motion to Dispense with Hearing on Appointment of Fiduciary
 - There is no form for a Motion to Dispense with Hearing. The applicant or attorney must custom draft this specifying the particular circumstances of each situation which justify dispensing with a hearing.

AND

- proposed* Entry Dispensing with Hearing on Appointment of Fiduciary must be attached on a separate page
- Photocopy of the death certificate – with the social security number marked out

* The Court prepares its own Letters of Authority for appointment of a Special Administrator