

PROBATE COURT OF GREENE COUNTY, OHIO
THOMAS M. O'DIAM, JUDGE

FAX AND EMAIL FILING COVER PAGE

[Local Rule 57.4(G)]

Title of Case: _____

Case No. _____

Sender's Name: _____

Sender's Phone Number: _____

Type of Filing Being Submitted (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Application for Extension of Time (with Entry) | <input type="checkbox"/> Misc. Application or Motion (with Entry or Order) |
| <input type="checkbox"/> Application to Extend Administration | <input type="checkbox"/> Notice to Extend Administration |
| <input type="checkbox"/> Certificate of Service of Notice of Probate of Will | <input type="checkbox"/> Waivers of Notice of Probate of Will |
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Fiduciary's Account |
| <input type="checkbox"/> Status Report | <input type="checkbox"/> Report of Distribution |
| <input type="checkbox"/> Wrongful Death Report of Distribution | <input type="checkbox"/> Minor Settlement Report of Distribution |
| <input type="checkbox"/> Guardian's Report | <input type="checkbox"/> Guardianship Plan |
| <input type="checkbox"/> Guardian's Inventory | <input type="checkbox"/> Guardianship Education Certificate |
| <input type="checkbox"/> Application for Guardian's Fees (with Entry) | <input type="checkbox"/> Application for Trustee's Fees (with Entry) |
| <input type="checkbox"/> Application to Pay Attorney's Fees (with Entry) | <input type="checkbox"/> Trustee's Inventory |
| <input type="checkbox"/> Agreed Entry | |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Check this box if you requesting certified copies be mailed back you (\$1.00 must be added to your filing fees) | |

INSTRUCTIONS

- To file by fax, send this cover page with your filing to (937) 562-5316
- To file by email, send this cover page and your filing to probate-noreply@greencountyohio.gov
- Any filing that requires a certification will be ready for pick up 24-48 hours later
- If you want certified copies mailed back to you, **you must pay \$1.00 extra with your filing fees**
- Payment of court costs must be submitted in the exact amount before the filing will be accepted by the Court. The Court does not hold money on deposit. To pay your court costs online, [click here](#).

NOTICE REGARDING EMAIL AND FAX FILING

The Court recommends you call (937) 562-5280 or [click here](#) to verify the costs of any document being submitted by fax or email before paying your court costs online. Pursuant to Local Rule 57.4(G), the following items may not be filed by fax or email:

- Any filing that initiates a new case;
- Any pleading that requires service of summons;
- Any filing that requires submission of an original Will;
- Accounts that require financial statements to be provided for verification.
- Any pleading signed "/S/ name." Actual physical signatures are required on all filings.