

## **Checklist**

### **Summary Insolvency Proceeding**

#### Filing Fee

Court Costs: \$20.00

#### Requirements

Pursuant to Greene County Local Rule 62.2, a Summary Insolvency proceeding allows a Fiduciary to seek a determination of insolvency without hearing in a full administration estate if the total of all claims properly classified under R.C. 2117.25(A)(1) through (A)(3) exceeds the value of the probate assets shown on the inventory. A Summary Insolvency may be commenced no sooner than six (6) months following the date of death of the decedent and after the Inventory and Appraisal has been filed and approved in this Court.

**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

- Representation of Summary Insolvency (GC Form 62.2-A)
  - The total value of estate assets listed on the Representation of Summary Insolvency should match the Inventory, along with any Reports of Newly Discovered Assets. If these numbers do not match with the Inventory and Reports of Newly Discovered Assets, a memorandum explaining the increase or decrease in value of the remaining assets must be attached to the Representation of Insolvency, or it will not be accepted for filing.
- Schedule of Claims (Form 24.4)
- Continuation of Schedule of Claims (Form 24.5) *If applicable*
- Proposed Judgment Entry of Summary Insolvency (GC Form 62.2-B)
- Application for Authority to Pay Attorney Fees (GC Form 71.2-A)
- Entry Authorizing Payment of Attorney Fees (GC Form 71.2-B)
- Attorney Fee Guideline (GC Form 71.2-C)
- Statutory Fiduciary Fee Computation (GC Form 72.1-C)
  - This form is necessary if Fiduciary Fees are being requested.

Note: If any claims under priority A(1)-(3) are being released or waived, a release of that claim must be filed with the Summary Insolvency (example: funeral reimbursement)