

## **Checklist**

### **Appointment of Commissioner for Safe Deposit Box**

#### Filing Fee

Court Costs: \$54.00

#### Purpose

This appointment is solely for the purpose of investigating and preparing an inventory of the contents of a decedent's safe deposit box. An original Will discovered in a decedent's safe deposit box must be delivered to the Probate Court.

#### Requirements

The following documents must be filled out and filed with our Court, along with the filing fee. The Court will sign and prepare a certified copy of the Judgment Entry, which will grant the applicant authority to view the contents of the safe deposit box, inventory the contents, and report back to the Court. After review of the contents of the Safe Deposit Box, the applicant must file the Report of Contents (GC Form 101.1-C) within 7 days.

This action does not grant authority to remove items from a safe deposit box, with the exception of an original Will. A subsequent estate proceeding may need to be commenced to remove property from a safe deposit box and close the box.

**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 to Appoint Special Commissioner to Inventory Contents of a Safe Deposit Box (GC Form 101.1-A)
- Entry Appointing Safe Deposit Box Special Commissioner (GC Form 101.1-B)
- 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.
- Photocopy of the death certificate – with the social security number marked out

#### Within 7 days of the date the Judgment Entry was filed

- Inventory of Contents of Safe Deposit Box (GC Form 101.1-C)