

## **Checklist**

### **Filing Authenticated Copies**

#### Filing Fees

Court Costs: \$89.00 plus \$1.00 per page for each page sent from the other court where the full administration is filed.

#### Requirements

Authenticated copies may be filed here when the decedent died a resident of Ohio, the estate was probated in a county other than Greene County, but the decedent owned real estate in Greene County, Ohio.

**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 Admit Foreign Records (GC Form 100.1D)
- Authenticated copies of Decedent's Will and the Entry Admitting Will to Probate Court
  - This is what we need if the decedent died with a will
  - The documents must be authenticated from the court where the full administration is filed
- Authenticated copy of Letters of Authority *If applicable*
  - This is what we need if the decedent died with **no** will
  - The Letters must be authenticated from the court where the full administration is filed
- Entry Admitting Foreign Records (GC Form 100.1E)
- 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.