PROBATE COURT OF GEAUGA COUNTY, OHIO
JUDGE TIMOTHY J. GRENDELL

ESTATE OF _____, DECEASED

CASE NO. _____

FIDUCIARY'S ACCEPTANCE (EXECUTOR – ADMINISTRATOR)

I, _____, the undersigned, accept the duties that are required of me by law, and such additional duties specified in the Geauga County Probate Local Rules and as are ordered by the Court. As executor or administrator of the estate I will:

1) Give notice of the admission of the will to probate to all heirs and beneficiaries within two weeks and file a certificate of notice of probate of will within two months.

2) Make and file any inventory of the real and personal assets of the estate within three months after appointment, or within such time as extended by the Court.

3) Within two weeks after appointment, establish an estate checking account within this State and abide by all requirements set forth in Geauga Local Probate Rule 78.5(D)(4), including (a) payment of all creditors, costs, fees, reimbursements, and distributions by check drawn upon that estate checking account, (b) retain all canceled checks, which may be required to prove the accounts, and (c) no withdrawal of cash, by any means, from that estate checking account, absent a court order permitting such action and no use of estate debit or credit cards.

4) Invest all funds, in a lawful manner.

5) Make and file the final and distributive account within six months following my appointment, or such time thereafter as extended by the Court.

6) File all tax documents as required by law.

7) Maintain adequate insurance to reasonably protect any property that I may hold as a fiduciary.

8) Obey all Orders of the Court.

9) Immediately notify the Probate Court if I change my address.

I acknowledge that I am subject to removal as such fiduciary if I fail to perform such duties. I further acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property that I hold as a fiduciary.

NOTICE: Attorney fees shall not be paid until the final account is prepared for filing unless otherwise approved by the Court.

Every fiduciary, before entering upon execution of a trust, shall receive letters of appointment from a probate court having jurisdiction of the subject matter of the trust. [R.C. §2109.02].

DATE: _____ _____

(Executor/Administrator)