

PROBATE COURT OF HIGHLAND COUNTY, OHIO
KEVIN L. GREER, JUDGE

ESTATE OF _____, DECEASED

CASE NO.: _____

EXECUTOR/ADMINISTRATOR-FIDUCIARY'S ACCEPTANCE
[R.C. 2109.02]

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court. As executor/administrator of the estate I will:

- 1) Inventory any safety deposit box of the decedent.
- 2) Prepare and file an inventory of the real and personal assets of the estate within 3 months after appointment, or such time as extended by the Court.
- 3) Deposit funds which come into my hands in a lawful depository located within this state.
- 4) Keep estate funds in separate estate accounts at all times during the administration of the estate.
- 5) Invest all funds in a lawful manner.
- 6) Pay and disclose in the estate account all valid debts unless otherwise determined by law.
- 7) Timely pay appraiser fee and bond premium, if any.
- 8) Maintain a positive balance in the deposit account for court costs.
- 9) Send Notice of Probate of Will (if applicable) within 2 weeks of my appointment.
- 10) Prepare and file the final account within 6 months of my appointment or such other times as extended by the Court or by law.
- 11) File all tax documents as required by law.
- 12) Allow my name, address and telephone number to appear in the Court's docket and be accessible through the Court's website.
- 13) Immediately notify the Probate Court if I change my name, address and/or telephone number.
- 14) Obey all Orders of the Court.

NOTE: The Attorney shall not be paid prior to the preparation of the final account unless specifically authorized by the Court.

I acknowledge that pursuant to 2109.02 I am subject to removal as fiduciary if I fail to perform my duties. Further, I acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property which I hold as fiduciary.

Date

Executor/Administrator