

PROBATE COURT OF OTTAWA COUNTY, OHIO

ESTATE OF _____, DECEASED

CASE NO: _____

FIDUCIARY'S ACCEPTANCE

(Revised Code, Sec. 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) Give notice of the Admission of the Will to Probate to all next of kin and legatees and devisees and file a Certificate of Notice of Probate of Will with the Court within 2 months of my appointment.
- 2) Make and file an inventory of the real and personal assets of the estate within 3 months of my appointment, or such time as extended by Court.
- 3) Deposit funds which come into my hands in a lawful depository located within this state and keep estate funds in separate estate accounts at all times during the estate administration.
- 4) Invest all funds, in a lawful manner.
- 5) Make and file the final and distributive account within 6 months of my appointment unless this time period is extended by law or order of the Court.
- 6) File all estate or income tax documents as required by law.
- 7) Maintain adequate insurance to reasonably protect any property that I hold as a Fiduciary.
- 8) Obey all Orders of the Court.

I acknowledge that I am subject to removal as Fiduciary if I fail to perform my duties. I further acknowledge that I am subject to civil and criminal penalties for improper use of the property that I hold as a Fiduciary. I further acknowledge that I am not allowed to have any personal dealings with the estate, including purchasing items from the estate.

Notice: Attorney fees shall not be paid until the final account is prepared for filing unless otherwise approved by the Court or the consent of all beneficiaries.

Date

Executor/Administrator Signature

Print Executor/Administrator Name

NOTE: Sec. 2109.02. Every Fiduciary, before entering upon the execution of a trust, shall receive Letters of Appointment from a probate court having jurisdiction of the subject matter of the trust.

The duties of a Fiduciary shall be those required by law, and such additional duties as the Court orders. Letters of Appointment shall not issue until a Fiduciary has executed a written acceptance of his/her duties, acknowledging that he/she is subject to removal for failure to perform his/her duties, and that he/she is subject to possible penalties for conversion of property he/she holds as a Fiduciary. The written acceptance may be filed with the Application for Appointment.