

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

ESTATE OF _____

CASE NO. _____

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

I, accept the duties, which are required of me by law, and any additional duties 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 2 weeks of the wills admission, and file a certificate of notice of probate of will within 2 months after appointment as fiduciary.
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 the State.
4. Keep estate funds in a separate estate accounts at all times during the administration of the estate.
5. Invest all funds in a lawful manner.
6. Prepare and file the final and distributive account within 6 months following my appointment, or such time thereafter as extended by the Court.
7. File all tax documents as required by law.
8. Maintain adequate insurance to reasonably protect any property that I may hold as a fiduciary.
9. Obey all Orders of the Court.
10. Immediately notify the Probate Court if I change my name, address, and/or telephone number.

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 can be removed as fiduciary if I fail to perform my duties. I also acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property, which I hold as fiduciary.

Every fiduciary, executing 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 Signature

Executor/Administrator Typed or Printed Name