

**PROBATE COURT OF DELAWARE COUNTY, OHIO
DAVID A. HEJMANOWSKI, JUDGE**

ESTATE OF _____ **DECEASED**

CASE NO. _____

EXECUTOR/ADMINISTRATOR-FIDUCIARY'S ACCEPTANCE

(O.R.C. 2109.02 and Loc. R. 60.1)

I 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) Prepare and file an inventory of the real and personal assets of the estate within 3 months after my appointment, or such time as extended by the Court. If additional assets are later discovered, file a report of newly discovered assets within 30 days of discovery. Inventory any safe deposit box of the decedent.
- 2) 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 administration of the estate. I will not commingle my personal assets and funds with estate assets or funds.
- 3) Invest all funds in a lawful manner.
- 4) Timely pay the appraiser's fee and bond premium, if any.
- 5) Pay and disclose on the estate account all estate debts paid.
- 6) Send Notice of Probate of Will (if applicable) within 2 weeks of my appointment and file the final account within 6 months of my appointment unless extended by the Court and file additional accounts annually.
- 7) File all tax documents for the estate and the decedent as required by law.
- 8) Obey all Orders of the Court.
- 9) Allow my name, address, and telephone number to appear in the Court's docket and be assessable through the Court's website.
- 10) Immediately notify the Probate Court in writing if I change my street and/or mailing address.

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

Date

Executor/Administrator