

CHECKLIST
FULL ADMINISTRATION WITH WILL
CANNOT BE E-FILED

Original Will must be filed with initial opening documents

Initial Filing Fee:

Court Costs: \$200.00

Requirements:

Filed in the Probate Court in the County where the decedent was domiciled at time of death. Domicile is the determining factor for jurisdiction, not residency. If the decedent is a non-resident with property in Ohio, then the estate may be commenced in a county in which property of the decedent is located.

There are no statutory limits on the value of probate assets that can be transferred through a full administration.

If there are other individual's resident of Ohio with the same, or a priority, right to administer the estate as the applicant, a Waiver of Right to Administer must be filed from each of them, or the appointment will be deferred for scheduled hearing and notice to them.

A non-resident of Ohio cannot be appointed as the administrator of an Ohio estate.

Process:

When the following documents are accepted by the Court and approved, the Entry Appointing Fiduciary; Letters of Authority will be given or mailed to the Applicant.

Checklist:

With Will:

- _____ **Application to Probate Will (Form 2.0)**
- _____ **Entry Admitting Will to Probate (Form 2.3)**
- _____ **Waiver of Notice of Probate of Will (Form 2.1) *if applicable***
- _____ **Certificate of Service of Notice of Probate of Will (Form 2.4) *if applicable***
 - This can be filed with the initial filing if everyone on the front and back of the form 1.0 waives notice.
- _____ **The *original* Last Will and Testament**

Only the following Without Will:

- _____ **Application for Authority to Administer Estate (Form 4.0)**
- _____ **Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)**
 - If there is a Surviving spouse, make sure a box at the bottom of form is marked.
- _____ **Proposed Entry Appointing Fiduciary; Letters of Authority (Form 4.5)**
- _____ **Copy of Picture ID of the applicant (*if filed without an attorney*)**
- _____ **Copy of Death Certificate – with the social security number redacted**
- _____ **Fiduciary's Acceptance (DCPC Form 4.0A)**
- _____ **Waiver of Right to Administer (Form 4.3) *if applicable***
- _____ **Fiduciary's Bond (Form 4.2) *if applicable***