

Checklist: Initial Filing **Estate Administration – Special Administrator**

Filing Fee

\$190 + \$2.00 for each certified Letter of Authority

If Surviving Spouse:

*Add \$11 if citation to elect is issued

*Add \$5 if waiver of citation to elect is filed

Requirements

The decedent must have been a resident of Greene County, Ohio at the time of death, or owned real estate in Greene County. The appointment of a Special Administrator is permissible when there is a delay in appointment of a Fiduciary to administer the estate. A Special Administrator has limited authority under R.C. §2113.15. *See Local Rule 60.2 for more information.*

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- Photocopy of the death certificate – with the social security number marked out
- Fiduciary Acceptance (GC Form 60.3-B)
- Fiduciary's Bond (Form 4.2) *If applicable*
 - o See Local Rule 75.2 on bond requirements
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*

OR

- Motion to Dispense with Hearing on Appointment of Fiduciary
- proposed* Entry Dispensing with Hearing on Appointment of Fiduciary must be attached on a separate page

(Note: There are no specific forms for a Motion to Dispense with Hearing. The applicant or attorney must custom draft this specifying the particular circumstances of each situation).