

Checklist

Special Administrator of Estate

Filing Fee

Court Costs: \$109.00 + \$2.00 for each certified copy

Purpose

The Court has implemented Local Rule 60.1 as a way to facilitate appropriate due diligence investigations in an estate before beginning formal administration. When uncertainty exists regarding the composition and value of estate assets, or the Fiduciary is having a difficult time obtaining necessary information regarding estate assets, the appointment of Special Administrator may be useful in order to more fully investigate the estate assets or other material aspects of the estate.

Requirements

You may apply for an appointment as Special Administrator if you are the decedent's surviving spouse, and reside in Ohio, or if you are one of the decedent's next of kin who resides in Ohio, in the priority stated in RC 2113.06. If everyone eligible to apply waives or declines to pursue appointment, then an attorney representing any of them may apply for appointment. See Greene County Local Rule 60.1 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 Appointment as Special Administrator (GC Form 60.1-A)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
- Fiduciary's Acceptance of Special Administrator (GC Form 60.1-B)
- Entry Appointing Special Administrator (GC Form 60.1-C)
- Letters of Authority for Special Administrator (GC Form 60.1-D)
- Photocopy of the death certificate – with the social security number marked out

Additional Forms

- Notice of Appointment of Special Administrator (GC Form 60.1-E) *If applicable*
 - o This form does not need to be filed with the court, but it must be served pursuant to Greene County Local Rule 60.1(D)