

IN THE CHAMPAIGN COUNTY, OHIO COMMON PLEAS COURT
PROBATE DIVISION

ESTATE OF: _____, DECEASED

CASE NO. _____

**FIDUCIARY'S ACCEPTANCE
(EXECUTOR/ADMINISTRATOR)**

[R.C. 2109.02]

I, the undersigned, 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) Give notice of the admission of the will to probate (if applicable) within 2 weeks of my appointment and file a certificate of probate of will within 2 months.
- 2) Make and file any inventory of the real and personal property 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 this state. Estate checking accounts must provide canceled checks, as these are required to prove the accounts.
- 4) Keep estate funds in separate estate checking accounts at all times during the administration of the estate.
- 5) Invest all funds in a lawful manner.
- 6) Make and file the final and distributive account within 6 months following my appointment, or such time 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.

I acknowledge that pursuant to 2109.02 I am subject to removal as such fiduciary if I fail to perform such duties. I further acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property that I hold as fiduciary.

NOTICE: Attorney fees shall not be paid until the final account is prepared for filing unless otherwise approved by the Court.

Date

Executor/Administrator