

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE**

ESTATE OF _____, DECEASED

CASE NO. _____

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

As the applicant to be a fiduciary, I acknowledge and accept the duties which are required of me by law or as are ordered by the Court. As executor/administrator of the estate I will:

- 1) Provide all notices to heirs and beneficiaries of the estate..
- 2) Give notice of the admission of the will to probate to all heirs and beneficiaries within 2 weeks and file a certificate of notice of probate of will within 2 months.
- 3) Gather and preserve all of the estate assets and maintain appropriate insurance on all real and tangible personal property.
- 4) Make and file any inventory of the real and personal assets of the estate within 3 months after appointment, or such time as extended by the Court.
- 5) Deposit funds which come into my hands in a lawful depository located within this County and keep estate funds in separate estate accounts at all times during the administration of the estate. Estate checking accounts must provide canceled checks, as these canceled checks may be required to prove the accounts.
- 6) Invest all funds in a lawful manner.
- 7) Make and file the final and distributive account within 6 months following my appointment, or such time thereafter as extended by the Court.
- 8) File all tax documents as required by law.
- 9) Notify the Court of a change in my permanent address.
- 10) Obtain Court approval prior to any personal purchases of estate property or other self-dealings.
- 11) Obtain written Court approval or the consent of all beneficiaries for the payment of attorney fees. Attorney fees shall not be paid until the final account is prepared for filing unless otherwise approved by the Court.
- 12) Obey all Orders of the Court.

I acknowledge that 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 a fiduciary.

Date

Fiduciary