

**PROBATE COURT OF TUSCARAWAS COUNTY, OHIO**

Linda A. Kate, Judge

**IN THE MATTER OF:**

**THE ESTATE OF** \_\_\_\_\_

**CASE NUMBER** \_\_\_\_\_

**FIDUCIARY'S ACCEPTANCE**

**Executor/Administrator**

[O.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, I will:

1. Inventory any safe deposit box of the decedent.
2. Send Notice of Probate of Will (if applicable) within *two weeks* of my appointment.
3. Prepare and file an inventory of the real and personal assets of the estate within *three months* of my appointment OR within such a time as directed by the Court.
4. Deposit funds which come into my hands in a lawful depository located within this state.
5. Keep estate funds in separate estate accounts at all times during the estate administration.
6. Invest all funds in a lawful manner.
7. Timely pay appraiser fee and bond premium, if any.
8. Use diligence in paying all valid debts (including family allowance, if applicable).
9. If other assets are discovered after the inventory is filed, file an amended inventory or report of newly discovered assets within 30 days of such discovery.
10. Maintain a positive balance in the estate bank account for court costs.
11. Prepare and file the final account (listing all assets, debts paid and disbursements) within *six months* of my appointment OR within such a time as directed by the Court.
12. File all tax documents as required by law.
13. Allow my name and address to appear on the Court's docket and be accessible through the Court's Web site.
14. Immediately notify the Probate Court should my name or address change.
15. Obey all orders of the Court not otherwise specified.

**NOTE:** The Attorney in this matter shall not be paid prior to the preparation of the final account unless specifically authorized.

**I acknowledge that I am subject to removal as fiduciary if I fail to perform the duties listed above and that I am subject to penalty should I improperly handle the property for which I am responsible.**

DATE \_\_\_\_\_

FIDUCIARY \_\_\_\_\_