

**COURT OF COMMON PLEAS  
SANDUSKY COUNTY, OHIO  
PROBATE DIVISION**

ESTATE OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**FIDUCIARY'S ACCEPTANCE  
[ORC 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:

- Inventory any safety deposit box of the decedent.
- Make and file an Inventory of the real and personal assets of the estate within 3 months after appointment, or such time as extended by the Court.
- Deposit funds which come into my hands in a lawful depository located within this estate. Estate checking accounts must provide canceled checks, as these canceled checks must be displayed when filing accounts.
- Keep estate funds in separate estate accounts at all times during the administration of the estate.
- Invest all funds in a lawful manner.
- Make and file a final and distributive account within 6 months following my appointment, or as such time extended by the Court. File additional accounts on at least an annual basis.
- File all tax documents as required by law.
- Obey all orders of the Court.
- If I change my address, I shall immediately notify the Probate Court.

**I acknowledge that I am subject to removal as such Fiduciary if I fail to perform such duties and that I am subject to possible civil and criminal penalties for improper conversion of the property which I hold as such Fiduciary.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executor / Administrator

**WARNING: THE ATTORNEY SHALL NOT BE PAID PRIOR TO THE PREPERATION OF THE FINAL ACCOUNT UNLESS SPECIFICALLY AUTHORIZED BY THE COURT.**

**NOTE:** ORC 2109.02 – Every Fiduciary, before entering upon the execution of a Trust, shall receive Letters of Appointment from a Probate Court having jurisdiction of the subject matter of the Trust.