

Checklist
Filing Authenticated Copies

Filing Fees

Court Costs: \$79.00

Requirements

Authenticated copies may be filed here when the decedent died a resident of Ohio, the estate was probated in a county other than Fairfield County, but the decedent owned real estate in Fairfield County, Ohio.

Note: *All paperwork must be typed or neatly written in blue ink.*
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 (FC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- Application to Admit Foreign Records (FC Form 100.1D)
- Entry Admitting Foreign Records (FC Form 100.1E)
- Authenticated copies of Decedent's Will and the Entry Admitting Will to Probate Court
 - Needed if the decedent died with a will
 - The documents must be authenticated from the court where the full administration is filed
- Authenticated copy of Letters of Authority and Next of Kin Form
 - Need if the decedent died either with a will or with **no** will
 - The Letters must be authenticated from the court where the full administration is filed