

Checklist

Ancillary Administration

Filing Fees

Court Costs: \$229.00

Requirements

An Ancillary Administration action may be filed here when the decedent died a resident of another state, the estate was probated in that state, and the decedent owned real estate in Fairfield County, Ohio.

**Note: All paperwork must be typed. We will not accept handwritten documents.
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
 - This is what we need 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 *If applicable*
 - This is what we need if the decedent died with no will
 - The Letters must be authenticated from the court where the full administration is filed
- Supplemental Application for Ancillary Administration (Form 4.1)
- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- Entry Appointing Fiduciary; Letters of Authority (Form 4.5)
- Fiduciary Acceptance (FC Form 60.2-B)
- Waiver of Right to Administer (Form 4.3) or (FC Form 4.3-A) *If applicable*
 - Must be an Ohio resident to serve as Administrator. We do not need waivers from anyone out of state.
 - If there is more than one person on the front page of Form 1.0, then they must waive: Example: no spouse and 5 children in Ohio – one is Administrator and the other 4 waive.
 - If the spouse is the parent of all of Decedent's children, then waivers are not required from the children
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*
 - If an individual with an equal right to serve does not waive notice of hearing, then they must receive notice (Ohio residents only). Applicant will fill out the names and addresses of every person that needs to be served and the Clerk's office will attempt service.

Note: Generally personal property is distributed in the Domiciliary Administration. However, if personal property needs to be distributed in this Ancillary Administration then a Fiduciary's Bond (Form 4.2) may be required. Please refer to Fairfield County Local Rule 75.2 for bond requirements.