

Checklist: Initial Filing
Full Estate Administration – Intestate (No Will)

Filing Fee

\$199

Requirements

The decedent must have been a resident of Fairfield County, Ohio at the time of death, or owned real estate in Fairfield County.

**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*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o 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)
- Photocopy of the death certificate – with the social security number marked out
- Fiduciary Acceptance (FC Form 60.2-B)
- Waiver of Right to Administer (Form 4.3) or (FC Form 4.3-A) *If applicable*
 - o Must be an Ohio resident to serve as Administrator. We do not need waivers from anyone out of state.
 - o If the surviving spouse is the applicant, then we do not need waivers from anyone.
 - o If there is not a surviving spouse, or surviving spouse is not the applicant, and there is more than one person on the front page of Form 1.0, then everyone other than the applicant needs to waive: Example: no spouse and 5 children in Ohio – one is applicant and the other 4 waive.
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*
 - o Applicant will fill out the names and addresses of every person that has not waived notice of hearing and the Clerk's office will attempt service.(Ohio residents only).
- Fiduciary's Bond (Form 4.2) *If applicable*
 - o See Local Rule 75.2 on bond requirements

If there is a Surviving Spouse:

One of the following actions **must** be filed regarding surviving spouse's elective rights:

If spouse waives notice of service of citation to elect:

- Waiver of Service to Surviving Spouse of the Citation to Elect (Form 8.6)

OR

If spouse is to be served with notice:

- Citation to Surviving Spouse to Exercise Elective Rights (Form 8.0)
- Summary of General Rights of Surviving Spouse (Form 8.3)
- Certificate of Service and Notice of Citation to Surviving Spouse to Exercise Elective Rights (Form 8.4)
- Return for Certificate of Service of Citation to Surviving Spouse to Exercise Elective Rights (Form 8.5)