

**IN THE COURT OF COMMON PLEAS OF FAIRFIELD COUNTY, OHIO
PROBATE DIVISION**

TERRE L. VANDERVOORT, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

**FIDUCIARY ACCEPTANCE OF
SPECIAL ADMINISTRATOR**

[Local Rule 60.1]

I accept and agree to perform the duties the law and Fairfield County Probate Court Local Rules of Practice impose on me as Special Administrator of this estate and all additional duties that the Court may order. I understand and agree that my duties as Special Administrator include, without limitation:

1. Investigating and gathering all relevant information concerning the composition and value of all of the decedent's assets, including without limitation the contents of the decedent's safe deposit box;
2. Investigating and gathering all relevant information concerning the way in which each of the decedent's assets is titled;
3. Investigating and gathering information regarding all other aspects of this estate that are or may be relevant, necessary or beneficial in the actual settlement of the decedent's estate;
4. Directing the delivery of the decedent's mail from the United States Postal Service to myself as Special Administrator or to the attorney representing me in this case, and accepting and preserving all of the decedent's mail that I receive;
5. Accepting and preserving all claims that creditors of the decedent submit;
6. Upon receipt of a written request, promptly delivering all documents and information in my possession relating to the decedent's estate to the person having priority to serve as fiduciary, or to the appointed fiduciary, of the decedent's estate;
7. If it is determined that no actual probate proceeding is necessary, preserving all information collected for a period of at least one year following the termination of the special administration period;
8. Discharging all of my duties as Special Administrator diligently and faithfully in compliance with the Ohio Revised Code, Rules of Superintendence, Local Rules of Fairfield County Probate Court and further orders of the Court;
9. Always keeping the Court informed of my current address and daytime telephone number, and notifying the Court promptly of any changes.

I further understand and agree that I am NOT permitted to do any of the following, personally or in my capacity as Special Administrator, unless the Court specifically authorizes and orders otherwise:

1. Access any of the decedent's financial or investment assets, or otherwise use any of the decedent's assets for any purpose;
2. Close, transfer or otherwise deal with any of the decedent's financial or investment accounts;
3. Sell, exchange, transfer, distribute or otherwise dispose of any of the decedent's assets;
4. Allow or reject any claims that creditors present against the estate;
5. Negotiate, compromise, settle or pay any creditor claims or other liabilities of decedent;
6. Bind the estate to any obligations for any purpose;
7. Institute, defend or otherwise participate in any lawsuit on behalf of or against the estate.

Date

Fiduciary