

**IN THE COURT OF COMMON PLEAS OF FAIRFIELD COUNTY, OHIO**  
**PROBATE DIVISION**  
TERRE L. VANDERVOORT, JUDGE

**ESTATE OF \_\_\_\_\_, DECEASED**  
**CASE NO. \_\_\_\_\_**

**LETTERS OF AUTHORITY FOR  
SPECIAL ADMINISTRATOR**  
[R.C. 2113.15]

Name and Title of Fiduciary: \_\_\_\_\_, Special Administrator  
Valid through \_\_\_\_\_

The decedent was a resident of Fairfield County, Ohio at the time of death.

The Court has appointed the fiduciary as Special Administrator of the decedent's estate for the period stated above. The Court has dispensed with bond by Local Rule.

The Court has granted the Special Administrator full power and authority to take any action necessary to investigate and gather information regarding all aspects of the decedent's estate, including without limitation the composition and value of the decedent's assets, the decedent's liabilities or other material aspects of the estate that are or will be necessary or beneficial in the formal administration of the decedent's estate. The Special Administrator specifically has authority to access the decedent's safe deposit boxes, but may not remove any items from the box except the Last Will. The Special Administrator may also access the decedent's mail and may change the address with the United States Postal Service to redirect delivery to the Special Administrator, or to his or her attorney.

The Special Administrator does not have any power to actually access any of the decedent's financial assets, close or transfer any accounts, sell, transfer or distribute any assets, pay any liabilities, bind the estate to any obligations or institute or defend any lawsuit, without prior separate Court authority.

**NOTICE TO FINANCIAL INSTITUTIONS**

These Letters of Authority constitute a formal Court Order of the Fairfield County Probate Court. Any attempt to limit or impede the Special Administrator's access to information regarding the decedent's accounts or other financial information is a violation of this Court Order and may constitute contempt of court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terre L. Vandervoort, Probate Judge

**CERTIFICATE OF APPOINTMENT AND INCUMBENCY**

The above document is a true copy of the original kept by me as custodian of this Court. It constitutes the appointment and letters of authority of the named Special Administrator, who is qualified and acting in that capacity.

Terre L. Vandervoort, Probate Judge

(Seal)

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date