

**PROBATE COURT OF GREENE COUNTY, OHIO**  
**THOMAS M. O'DIAM, JUDGE**

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

**FIDUCIARY ACCEPTANCE**  
**[R.C. §2109.02 and Local Rule 60.2(E)]**

I accept and agree to perform the duties the law imposes on me as fiduciary of this estate and all additional duties that the Court may order. I understand and agree that my duties include, without limitation:

1. Providing all notices to heirs and beneficiaries of the estate when and as required by law;
2. Gathering and preserving all of the decedent's assets that are subject to probate administration, including the contents of safe deposit boxes, and maintaining appropriate insurance on all real and tangible personal property;
3. Lawfully and prudently depositing and investing all funds and other intangible assets in a reputable financial institution in Ohio, and always keeping estate assets completely separate from my personal assets;
4. Assuring that all estate assets remain in the state of Ohio during administration of this estate;
5. Preparing and filing with the Court within three months of my appointment a complete and accurate inventory of all of the decedent's real and personal assets that are subject to probate administration, and the fair market value of those assets as of the decedent's date of death;
6. Preparing and filing with the Court a final and distributive account or a certificate of termination within six months of my appointment, unless extended by law or Court order;
7. Timely preparing and filing all estate, gift and income tax returns required by law;
8. Obtaining prior Court approval before using, purchasing or otherwise dealing with any estate assets for personal benefit;
9. Not paying any attorney or fiduciary fees until my final and distributive account is prepared and ready to file, unless the Court orders otherwise;
10. Always keeping the Court informed of my current address and daytime telephone number, and notifying the Court promptly of any changes.

**IMPORTANT NOTICE**

Under *Revised Code* §2109.31 and Local Rule 77, a fiduciary is subject to sanctions for failing to perform his or her duties in a proper and timely manner. Possible sanctions include, without limitation, removal of the fiduciary. Failure to comply with any Court order may be punishable as contempt of court. A fiduciary may be subject to civil or criminal penalties for improper use of any asset for which the fiduciary is responsible.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiduciary