

**IN THE COMMON PLEAS COURT OF MIAMI COUNTY, OHIO
PROBATE DISIVISON
SCOTT ALTENBURGER, JUDGE**

IN THE MATTER OF THE

CASE NO. _____

ESTATE OF: _____

**FIDUCIARY'S ACCEPTANCE
(EXECUTOR/ADMINISTRATOR)**

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court. As executor/administrator of the estate I will:

- 1) Give notice of the admission of the will to probate to all next of kin and legatees and devisees and file a certificate of notice of probate of will from with the court within 2 months of my appointment.
- 2) Make and file any inventory of the real and personal assets of the estate within 3 months of my appointment, or within such time as extended by the Court.
- 3) Deposit funds which come into my hands in a lawful depository located within this State and keep estate funds in separate estate accounts at all times during the estate administration.
- 4) Invest all funds in a lawful manner.
- 5) Make and file a final and distributive account within 6 months of my appointment unless this time period is extended by law or order of the Court.
- 6) File all estate or income tax documents as required by law.
- 7) Maintain adequate insurance to reasonably protect any property that I hold as a fiduciary.
- 8) Obtain Court approval prior to any personal purchases or other dealings.
- 9) Obtain Court approval for the payment of attorney fees before a final account is prepared unless paid with the written consent of all beneficiaries in a solvent estate.

I acknowledge the following: 1) That I am required to notify this Court of a change in my permanent address; 2) That I may be removed as fiduciary if: a) I fail to notify this Court of a change in my permanent address or b) I fail to perform my duties or obey all orders of the Court; 3) That I may be subject to civil and criminal penalties for improper use of the property that I hold as a fiduciary.

Date

Fiduciary