

**THE COURT OF COMMON PLEAS
PROBATE DIVISION
HURON COUNTY, OHIO
TIMOTHY L. CARDWELL, JUDGE**

Additional room here for extra long name

IN THE MATTER OF THE Full name of decedent

CASE NO. D case number

**FIDUCIARY'S
ACCEPTANCE OF DUTIES**

I acknowledge and hereby accept the duties which are required of me by law as a fiduciary in the above captioned estate and such additional duties as are required by the Court supervising the administration of this estate. I acknowledge that among those duties, possible consequences and limitations of the appointment as a fiduciary in this estate are these:

1. The Fiduciary shall collect all assets and administer them according to law and deposit all funds which come into his hands in a lawful depository located in Ohio.
2. Certain documents are required to be filed within a specific time limit from your appointment: for example, (a) an inventory within one (1) month of your appointment R.C. 2113.08; (b) an account within nine (9) months after appointment R.C. 2109.30; (c) after three (3) months from appointment proceeding with diligence to pay debts; (d) filing a report of newly discovered assets within thirty (30) days of such discovery. Many other documents must be filed within specific time limits. Your attorney or the Court can provide you with a complete checklist of deadlines.
3. The Fiduciary has the prime responsibility, working through whomever he may employ as an attorney, for filing all papers necessary for the administration of the estate within the time provided by law.
4. The Fiduciary shall keep an itemized account of all moneys and property received, indicating from whom, for what and the date such money or property was received. In addition, he shall keep an itemized account of all moneys and property transferred, to whom, for what and the date transferred. A signed receipt should be obtained for all property or money transferred. Such receipts must then be filed with the account as proof of disbursement. All taxes, Ohio estate tax, Federal estate tax, income tax and other taxes should be determined and paid promptly pursuant to advice of the employed attorney.