

PROBATE COURT OF WHATEVER COUNTY, OHIO

Additional room here for extra long name

ESTATE OF Full name of decedent

CASE NO. D case number

Procedural Steps	Statutory Time Limit	Target Date	Date Completed
10. Application for Certificate of Transfer [R.C. 2113.61] Form 12.0	After approval of inventory but before final distribution of estate.		
Certificate of Transfer [R.C. 2113.61] Form 12.1	Presented with 12.0		
Entry Issuing Certificate of Transfer [R.C. 2113.61] Form 12.2	Presented with 12.0		
Complaint for Sale of Real Estate [R.C. 2127.10] (Inventory must be filed)	When estate is found to be insufficient to pay debts or Court determines it to be in best interest of estate		
Sale of Real Estate to Pay Legacies [R.C. 2127.03] (Inventory must be filed)	When estate is found to be insufficient to pay debts or Court determines it to be in best interest of estate		
11. Application to Distribute in Kind, Entry Approving Distribution in Kind, Notice of Hearing on Application to Distribute in Kind [R.C. 2113.55] Forms 10.0, 10.1, 10.2	When desired		
Determination of Heirship [R.C. 2123.01 et seq.]	Before distribution of estate when property passes to beneficiary by intestate succession or to beneficiary not named in will		
12. Claims of Executor or Administrator [R.C. 2117.02]	Within three months after appointment.		
Claims of Creditors [R.C. 2117.06]	Within one year of date of death of decedent		
Contingent Claims [R.C. 2117.37]	Within one year of date of death of decedent or within two months after cause of action accrues, whichever is later		
Allowance or Rejection of Claims [R.C. 2117.06]	Within thirty days of presentation of claim		
Action on Rejected Claim [R.C. 2117.12]	Within two months after rejection if debt due, or within two months after debt becomes due		
13. Suits Against Executor or Administrator [R.C. 2117.30]	After five months following appointment of Fiduciary or later as extended by court; within two months after rejection of claim is due, or two months after claim becomes due		

14. Application and Entry for Fixing Attorney Fees [R.C. 2113.36]	Presented prior to filing of account. Must be accompanied by log of hours. If over guidelines, application is set before the judge.
Waiver and Consent to Attorney Fees [R.C. 2113.36] Form H.C. 210.06	Waivers signed by residual beneficiaries can be filed in lieu of proof of notice by certified mail
Notice of Hearing on Attorney Fees [R.C. 2113.36] Form H.C. 210.07	Must be served certified mail and filed with the court prior to the hearing date
15. Filing of Ohio Estate Tax Return [R.C. 5731.23]	Must be filed and paid within nine months of the date of death of decedent
16. Filing of Federal Estate Tax IRS Form 706	Must be filed and paid within nine months of the date of death of decedent
17. Disposition of Unclaimed Money [R.C. 2113.64, 2113.65]	If a sum of money to be distributed to heirs, next of kin, or legatees, or owing from an estate to a creditor of the estate, remains unclaimed prior to the filing of a final account, the court may order it turned into the county treasury as provided in section <u>2113.65</u> of the Revised Code, or may order the executor or administrator to invest it as the court directs for a period not to exceed two years, to accumulate for the benefit of the persons entitled to the sum of money.
18. Certificate of Termination [R.C. 2109.30.1(B)(2)] Form 13.6	Within thirty days after completion of the administration of the estate
19. Attorney's Certification	Filed with Partial Fiduciary's Account, Waiver of Partial Account or Affidavit in Lieu of Partial Account
20. Status Report Form 113.46	Filed with partial Fiduciary's Account, Waiver of Partial Account or Affidavit in Lieu of Partial Account
Wavier of Partial Account Form 13.4	May be filed annually in place of a Fiduciary's Account
Affidavit and Entry in Lieu of Current Account Form 113.01	May be filed annually in place of a Fiduciary's Account
21. Fiduciary's Account, Receipts and Disbursements, Assets Remaining in Fiduciary's Hands [R.C. 2109.30.1] Forms 13.0, 13.1, 13.2	Six months after appointment of Fiduciary unless one of the exceptions from 2109.30.1 (B)(1) applies. Then no later than thirteen months after appointment of the Fiduciary

Entry Setting Hearing on Account [R.C. 2109.33] Form 213.8	Presented with 13.0; hearing will be set no less than thirty days after filing of account
Waiver of Notice of Hearing on Account [R.C. 2109.33] Form 13.4	Filed before hearing on account
Notice of Hearing on Account [R.C. 2109.33] Form 13.7	Must be served at least fifteen days prior to the hearing on the account on all parties ordered by court unless waived
Exceptions to Account [R.C. 2109.33]	May be filed at any time prior to five days before the hearing on the account
Hearing on Exceptions to Account [R.C. 2109.33]	As set by Court
Entry Approving and Settling Account [R.C. 2109.32] Form 13.3	After the hearing on the account or hearing on the exceptions to the account; not before three months from date of death of decedent or before the surviving spouse has made an election or the time for making elections has expired
