

**PROBATE COURT OF MONTGOMERY COUNTY, OHIO
ALICE O. MCCOLLUM, JUDGE**

ESTATE OF _____, DECEASED

CASE NO. _____

**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 form 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) Obey all orders of the Court.

I acknowledge that I am subject to removal as fiduciary if I fail to perform my duties. I further acknowledge that I may be subject to civil and criminal penalties for improper use of the property that I hold as a fiduciary. I further acknowledge that I am not allowed to have any personal dealings with the estate, including purchasing items from the estate.

NOTICE: Attorney fees shall not be paid until the final account is prepared for filing unless otherwise approved by the Court or the consent of all beneficiaries.

Date _____ Fiduciary _____