

**Checklist**  
**Estate Administration – Special Administrator**

Filing Fee

**\$170.00 (Includes 2 certified Letters of Authority)**

\*Add \$5.00 if filing a Fiduciary's Bond or Application to Dispense with Fiduciary's Bond

\*\*Service Fees for FedEx Commercial Carrier Service will be due at the time of hearing or appointment of fiduciary *if applicable*

Requirements

The decedent must have been a resident of Greene County, Ohio at the time of death or died a resident of another state and owned real estate in Greene County. The appointment of a Special Administrator is permissible when there is a delay in appointment of a Fiduciary to administer the estate. A Special Administrator has limited authority under R.C. §2113.15.

Appointment of a Special Administrator is only a short-term option to manage estate assets. A full administration must be filed no later than six months after the date of appointment of the Special Administrator, unless another person makes application to administer the estate before the expiration of the six months. See *Local Rule 60.2 for more information.*

**Note: All paperwork must be typed. We will not accept handwritten documents.**

**All filings must be single-sided. We will not accept double-sided originals.**

**Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
  - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
  - o If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Acknowledgment (GC Form 75.1) *if applicable*
  - o This form **must** be filed if applicant is not represented by an attorney.
- Fiduciary's Bond (Form 4.2) *if applicable*
  - o See Local Rule 75.2 on bond requirements
- Fiduciary Acceptance (GC Form 60.3-B)
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *if applicable*

**OR**

- Motion to Dispense with Hearing on Appointment of Fiduciary
  - o There is no form for a Motion to Dispense with Hearing. The applicant or attorney must custom draft this specifying the particular circumstances of each situation which justify dispensing with a hearing.

**AND**

- proposed* Entry Dispensing with Hearing on Appointment of Fiduciary must be attached on a separate page
  - o There is no form for an Entry Dispensing with Hearing. The applicant or attorney must custom draft this specifying the particular circumstances of each situation which justify dispensing with a hearing.
- Photocopy of the death certificate – with the social security number marked out
- Entry Appointing Fiduciary; Letters of Authority –
  - o The Court prepares its own Letters of Authority for appointment of a Special Administrator

**Note: A Special Administrator is required to file an Inventory and then a Final Account upon conversion to a full administration. The conversion of a Special Administration to a regular administration must be commenced prior to the expiration of the six months to permit the Special Administrator to file a Final Account. Any Special Administration that is not converted within the necessary time frame will be subject to a Show Cause Order issued by the Court. Applications for Extension of Time may be accepted, but Applications to Extend Administration will not.**

*\*See Greene County Probate Court Conversion of Case Type Filing Fee Schedule for filing fees to convert a case to a full estate administration action following appointment of a Special Administrator.*

*\*\*See Checklist for Full Estate Administration for filing requirements to convert case to a full estate administration.*