

**Supplemental Checklist**  
***Extensions of Time and Extended Administration***  
**Full Administration**

**Extensions of Time**

Filing Fee: \$5.00

The Court will consider granting extensions on **any filings**, when the extensions are filed pursuant to Greene County Local Rule 56.1.

- All applications must contain a clear and concise statement establishing reasonable cause for why additional time is needed. When applying for additional time, beyond the initial and second extensions, the application must provide a clear and concise statement establishing **exceptional** circumstances for why additional time is needed.
- Generally, the maximum extension time the Court permits on a first extension is 60 calendar days. The maximum extension time the Court permits on a second extension is 30 calendar days. The Court may make exceptions to these time limitations only upon truly unusual and complex situations.
- A third extension will only be considered upon a truly exceptional circumstance. It is recommended that you contact the Court prior to filing a third extension of time.
- All requests for extensions **must** be filled out correctly and completely on the appropriate Greene County Forms.
- The Court may require a Status Conference on any requested extension of time.
- To avoid a Citation being issued, file applications for extension at least five Court Days before the actual due date.
- Extensions of time may be faxed or emailed to the Court pursuant to Local Rule 57.4(B) with the appropriate filing fee paid online.

Required Forms:

- Application for Extension of Time to File (GC Form 56.1-A)
- Entry Regarding Extension of Time to File (GC Form 56.1-B)
  - All blanks must be filled in as complete as possible by the applicant.

**Extension of Time vs. Extension of Administration**

At the 6-month mark of an estate administration a Final and Distributive Account is due. If you are unable to complete an estate administration at the 6-month mark, you have two options:

- 1) File for an Extension of Time (see above)**
  - Best option if there is a reasonable expectation that the additional time will allow you to finalize the estate within the time allowed by the extension.
- 2) File to Extend the Administration (see below)**
  - Best option if there are delays in administering the estate that will exceed a 60-day extension of time.
  - Common reasons for extending an administration include: income tax return needs filed, fiduciary is awaiting a tax refund, unusually long delays in processing the transfer of assets, or real estate has been on the market for 45 days or more. (see Greene County Local Rule 64.2 for more information)

A **partial account** cannot not be filed at 6-month mark. A **waiver of partial account** cannot not be filed at the 6-month mark.

**Extended Administration**

Filing Fee: \$5.00 (Application only; no charge for Notice)

Required Forms:

- Application and Entry to Extend Administration (Form 13.8)
  - If extension of administration is granted, the final account becomes due 13 months after the date appointment.
- OR**
- Notice to Extend Administration (Form 13.10)
  - Must meet one of the qualifications on the notice.
  - If this is applicable, the final account becomes due 13 months after the date appointment.

- After an extended administration has been granted, the court will not accept a Waiver of Partial Account (Form 13.4) as a **first** account, except as provided in Local Rule 64.2(C). A complete Fiduciary's Account must always be filed as a first account.
- There is absolutely no need to file a Partial Account simultaneously with an Application to Extend Administration. When an extended administration is granted, no accounting is due until the 13-month mark following the date of appointment, unless the estate is finalized sooner. Filing a partial account simultaneously with an Application to Extend Administration will not extend this due date.
- For more information regarding extensions of time, extended administrations and fiduciary accounting requirements please refer to the following:
  - Local Rule 56.1, 64.1, 64.2, and 77.1
  - Superintendence Rule 64 and 78
  - Ohio Revised Code §2109.301; §2109.31, §2109.32 and §2109.33