

**Checklist**  
**Appointment of Commissioner for Safe Deposit Box**

Filing Fee

Court Costs: \$54.00

Purpose

This appointment is solely for the purpose of investigating and preparing an inventory of the contents of a decedent's safe deposit box. An original Will discovered in a decedent's safe deposit box must be delivered to the Probate Court.

Requirements

The following documents must be filled out and filed with our Court, along with the filing fee. The Court will sign and prepare a certified copy of the Judgment Entry, which will give you the authority to view the contents of the safe deposit box, inventory the contents, and report back to the Court. After you have reviewed the contents of the Safe Deposit Box, it is your responsibility to complete the Report of Contents (GC Form 101.1-C) and file that with the court within 7 days of the date the Judgment Entry was filed.

**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

- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
  - o This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Photocopy of the death certificate – with the social security number marked out
- 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
- Application to Appoint Special Commissioner to Inventory Contents of a Safe Deposit Box (GC Form 101.1-A)
- Entry Appointing Safe Deposit Box Special Commissioner (GC Form 101.1-B)
- Photocopy of the death certificate – with the social security number marked out

Within 7 days of the date the Judgment Entry was filed

- Inventory of Contents of Safe Deposit Box (GC Form 101.1-C)