

**COURT OF COMMON PLEAS  
HAMILTON COUNTY, OHIO  
PROBATE DIVISION**

**LOCAL RULES**

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**Effective January 1, 2010**

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Conduct and operations in the Court of Common Pleas, Hamilton County, Ohio, Probate Division are governed by the Ohio Revised Code, the Rules of Superintendence of the Supreme Court of Ohio and by these Local Rules. All persons before this Court should familiarize themselves with all applicable law. The numbering of these Local Rules corresponds with the numbering of the Rules of Superintendence. References to “this Court” or “the Court” are to the Court of Common Pleas, Hamilton County, Ohio, Probate Division.

## TABLE OF CONTENTS

	Title	Page
Rule 11.1	Record of Proceedings .....	5
Rule 51.1	Standard Probate Forms .....	5
Rule 52.1	Specifications For Printing Probate Forms (Computer-Generated Forms) .....	5
Rule 53.1	Hours of the Court .....	6
Rule 54.1	Court Security Plan .....	6
Rule 55.1	Probate Files.....	6
Rule 57.1	Motions and Entries .....	6
Rule 57.2	Motions to Restrict Public Access to Information Contained Within Court Records .....	7
Rule 57.3	Motions to Obtain Access to Information Contained Within Court Records That Has Been Granted Restricted Public Access .....	8
Rule 57.4	Filings by Mail.....	9
Rule 57.5	Electronic Transmission Filings .....	11
Rule 58.1	Court Costs.....	13
Rule 58.2	Witness Fees .....	14
Rule 59.1	Wills.....	14
Rule 60.1	Application for Authority to Administer Estate and Notice of Appointment.....	14
Rule 61.1	Appraisals .....	15
Rule 61.2	Inventory and Appraisal.....	16
Rule 62.1	Claims and Bond Premiums.....	17
Rule 64.1	Fiduciary Accounts .....	18
Rule 64.2	Show Cause Hearings .....	20
Rule 65.1	Land Sale Proceedings.....	20
Rule 66.1	Guardianships .....	21
Rule 66.2	Emergency Guardianships .....	22
Rule 66.3	Guardianship-Veterans Affairs .....	22
Rule 67.1	Estates of Minors Not Exceeding Ten Thousand Dollars.....	23
Rule 68.1	Settlement of Claims For Injuries to Minors .....	23
Rule 68.2	Structured Settlements .....	23
Rule 68.3	Sale of Structured Settlement Payments .....	25
Rule 70.1	Settlement of Claims For Wrongful Death .....	25
Rule 71.1	Attorney Fees in Decedent's Estates .....	25
Rule 71.2	Contingent Fees .....	28
Rule 72.1	Executor's and Administrator's Commissions.....	28
Rule 73.1	Guardian's Compensation .....	28
Rule 74.1	Trustee Compensation .....	30
Rule 74.2	Attorney Fees for Trust Administration.....	31
Rule 75.1	Local Rules (Special Provisions).....	32
	A. Civil Commitment of the Mentally Ill .....	32
	B. Location and Control of Assets.....	32
	C. Adoptions .....	32
	D. Exhibits .....	33
	E. Marriage Licenses .....	33
	F. Omission/Redaction of Personal Identifiers .....	34
	G. Interpreters for Hearings.....	34
	H. Miscellaneous.....	34
Rule 78.1	Case Management In Decedent's Estates, Guardianships and Trusts.....	35
Rule 78.2	Case Management and Pre-Trial Procedure For Civil Actions .....	36

Appendix of Forms .....	37
Appendix of Fee Worksheets.....	38

## **Rule 11.1 Record of Proceedings**

- A. The Court records all hearings electronically. The audio-electronic recording shall be the official record. A transcript of the audio-electronic recording may be requested on Form 200.30. An audio copy of the audio-electronic recording may be requested on Form 200.31. In addition, any party, at that party's own expense, may provide a court reporter.
- B. A transcription of the record shall be made at the expense of the person requesting such transcription unless otherwise ordered by the Court. The transcription shall be made by a professional court reporter. The court reporter shall charge the customary fee charged by a private reporter for services in Hamilton County for such transcription or as otherwise provided for by Hamilton County Common Pleas Local Rule. Transcripts will be released upon payment of the transcription fee. Failure to timely pay the fee may result in sanctions being issued by the Court against the person who ordered the transcript.
- C. The original CD or other recording device of the audio-electronic recording shall be maintained by the Court for a period of 1 year from journalization of the final entry or judgment in the case. However, if a written request for transcription has been made, the original CD or other recording device shall become part of the record of proceedings.

## **Rule 51.1 Standard Probate Forms**

The applicable Standard Probate Forms provided by this Court shall be used for all filings in this Court, except that computer-generated forms may be used subject to the limitations in Rule 52.1. The current version of all Standard Probate Forms are available on this Court's website <http://www.probatect.org>.

## **Rule 52.1 Specifications For Printing Probate Forms (Computer-Generated Forms)**

This Court may accept computer-generated forms created by third party providers, forms as adopted by this Court, or forms prepared by lawyers or others, provided the following conditions are met:

- A. Such forms shall comply with the provisions of Rule 51 and Rule 52 of the Rules of Superintendence for the Probate Division of the Court of Common Pleas.
- B. Such forms shall be in the same format as those provided by this Court.
- C. The individual presenting forms to this Court shall be responsible to ensure that such forms are in full compliance with the Rules of Superintendence and the Local Rules of this Court. All printed material shall be in the same words, sequence and location on the page as the standard probate form. In the event of multiple page forms or two-sided forms, the printed material shall be on the same side or same page as the standard probate form. Any interlineated information shall be in typeface or written legibly in ink.

- D. The Court may reject forms that deviate from the format of the Standard Probate Forms provided by this Court. Such forms may be rejected prior to filing or stricken from the record upon discovery.

### **Rule 53.1 Hours of the Court**

This Court and its offices at 230 E. 9th Street, Cincinnati, Ohio, shall be open for the transaction of business from 8:00 A.M. to 4:00 P.M. daily, except Saturday, Sunday and legal holidays.

This Court also issues marriage licenses at a suburban office located at 1216 W. Kemper Road, Cincinnati, Ohio 45240 which is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. That office is closed on weekends and legal holidays.

### **Rule 54.1 Court Security Plan**

This Court has developed and implemented a court security plan to help maintain the safety of those using the Court's facilities.

### **Rule 55.1 Probate Files**

The official Probate Court file should accompany all Accounts or Certificates of Termination when such filings are presented to the Court. No Probate Court file shall be removed from the Court.

### **Rule 57.1 Motions and Entries**

- A. All motions shall be accompanied by a memorandum in support of the motion. The memorandum shall include a brief statement of the grounds for the motion, with citations to authorities relied upon, and proof of service in accordance with Civil Rule 5. To ensure compliance with Civ.R. 56(C), depositions, answers to interrogatories, written admissions, affidavits, transcripts of evidence and written stipulations of fact to support or oppose a motion for summary judgment shall be: (1) filed separately with the Clerk, or (2) if attached to the motion or memorandum, the caption shall so state, *i.e.* “\*\*\* Including Affidavit of \_\_\_\_\_.”
- B. Except for good cause, all motions shall be set for oral argument and shall be accompanied by an entry setting the motion for hearing. The moving party shall consult with opposing counsel or the opposing party if pro se, to set a hearing date that is mutually agreeable. In the absence of an agreed hearing date, the Court shall set a date for the hearing.
- C. All entries and orders presented to the Court for approval should include the date of the hearing, the names of those present, and the specific motion or application heard by the Court on that date. The caption shall state the subject matter of the Court's decision with reasonable specificity. The use of the terms "entry" or "order" without more specificity may cause such proposed entry to be rejected.

- D. All filings, entries and orders which bear an endorsement of counsel per telephone or electronic authorization shall state the date of said authorization and shall also contain a certificate of service by the attorney who obtained authorization that a copy of the filing, entry or order has been delivered to the consenting counsel.
- E. All pleadings, motions, applications and other filings presented to the Court shall be correctly captioned and shall either be in typeface or written legibly in ink. All pleadings filed by an attorney shall be typed. Applicants appearing pro se are encouraged to type all filings. Any information interlineated on pleadings, motions, applications and other filings shall be in typeface or written legibly in ink. The Court reserves the right to reject or strike any pleadings in which the text or the signatures are illegible.
- F. Application for leave to withdraw as counsel shall be made by written motion filed with the Court, with copies served upon the fiduciary and all other attorneys or parties of record in accordance with Civil Rule 73. If such Application is granted and the fiduciary does not appear at such hearing, the withdrawing attorney shall notify such fiduciary or other party in accordance with Civil Rule 73. Proof of compliance with Civil Rule 73 shall be filed with the Court.

## **Rule 57.2 Motions to Restrict Public Access to Information Contained Within Court Records**

- A. A request to restrict public access to information contained within a court record shall be made by written motion. If the motion is filed simultaneously with the information that is the subject of the motion, then the subject information shall be restricted from public access pending the Court's ruling on the motion. If the motion is filed after the filing of the information that is the subject of the motion, then the subject information shall remain open to the public pending the Court's ruling on the motion.
- B. Any party to a judicial action or proceeding or other person who is the subject of information in a case document may, by written motion to the Court, request that the Court restrict public access to the information or, if necessary, the entire document. Additionally, the Court may restrict public access to the information in the case document or, if necessary, the entire document upon its own order. The Court shall give notice of the motion or order to all parties in the case. The Court may schedule a hearing on the motion. If a hearing is scheduled, the filing party shall complete a "Written Request for Service on Motion to Seal or Unseal Records" (HC Form 200.47) that lists the names and addresses of all persons who are to receive service of the motion. Notice shall be served via certified mail.
- C. The Court shall restrict public access to information in a case document or, if necessary, the entire document, if it finds by clear and convincing evidence that the presumption of allowing public access is outweighed by a higher interest after considering each of the following:
  - (a) Whether public policy is served by restricting public access;
  - (b) Whether any state, federal, or common law exempts the document or information from public access;

- (c) Whether factors that support restriction of public access exist, including risk of injury to persons, individual privacy rights and interests, proprietary business information, public safety, and fairness of the adjudicatory process.
- D. When restricting public access to a case document or information in a case document pursuant to this division, the Court shall use the least restrictive means available, including but not limited to the following:
  - (a) Redacting the information rather than limiting public access to the entire document;
  - (b) Restricting remote access to either the document or the information while maintaining its direct access;
  - (c) Restricting public access to either the document or the information for a specific period of time;
  - (d) Using a generic title or description for the document or the information in a case management system or register of actions;
  - (e) Using initials or other identifier for the parties' proper names.
- E. If the Court orders the redaction of information in a case document pursuant to this division, a redacted version of the document shall be filed in the case file along with a copy of the Court's order. If the Court orders that the entire case document be restricted from public access, a copy of the Court's order shall be filed in the case file. A journal entry shall reflect the Court's order. Case documents ordered restricted from public access or information in documents ordered redacted shall not be available for public access and shall be maintained separately in the case file.
- F. For purposes of public access to Court records, the Court manages its paper file the same as its electronic file. Generally, the Court will not restrict access to one such file-type without restricting access to the other.

### **Rule 57.3 Motions to Obtain Access to Information Contained Within Court Records That Has Been Granted Restricted Public Access**

- A. Any person, by written motion to the Court, may request access to a case document or information in a case document that has been granted restricted public access pursuant to division 57.2 of these rules. The Court shall give notice of the motion to all parties in the case and, where possible, to the non-party person who requested that public access be restricted. The Court may schedule a hearing on the motion. If a hearing is scheduled, the filing party shall complete a "Written Request for Service on Motion to Seal or Unseal Records" (HC Form 200.47) that lists the names and addresses of all persons who are to receive service of the motion. Notice shall be served via certified mail.
- B. The Court may permit public access to a case document or information in a case document if it finds by clear and convincing evidence that the presumption of allowing public access is no longer outweighed by a higher interest. When making this determination, the Court shall consider whether the original reason for the restriction of public access to the case document or



information in the case document pursuant to division 57.2 of these rules no longer exists or is no longer applicable and whether any new circumstances, as set forth in that division, have arisen which would require the restriction of public access.

- C. The information that has been granted restricted public access that is the subject of the motion will remain under seal pending the Court's ruling on the motion.
- D. If the motion is granted, the Court shall release only the specific information that warrants release and shall keep the remainder under restricted public access.

## **Rule 57.4 Filings by Mail**

Pleadings, motions, applications and other filings as set forth below may be filed with the Court by U.S. Mail or other delivery services subject to the conditions set forth by the Local Rules or by the Court.

Any filing commencing a proceeding for which the Court must collect an initial case deposit against costs and all estate tax returns must be filed in person. Any pleading referenced below will be accepted for filing through the U.S. Mail or other delivery services. However, a filing that requires the payment of a fee will only be accepted if the correct filing fee is enclosed or has been paid. If there is a deficiency in the proposed pleadings, motions, applications, filings or payment of costs, such items will be returned to the sender without being filed.

The Court will accept by U.S. Mail or other delivery services only the following pleadings, motions, applications and other filings set forth as follows:

- A. *Decedent's Estates.* Subject to the conditions as set forth in this Local Rule, the Court will accept the following filings through the U.S. Mail or other delivery services for a decedent's estate:
  - 1. Inventories, Amended Inventories, entries setting such matters for hearing and proposed entries approving the same
  - 2. Certificates of Service of Notice of Probate of Wills
  - 3. Waivers of Notice of Hearing
  - 4. Affidavits of Service with Proofs of Service attached
  - 5. Attorney Fee Applications, consents and Waivers of Notice of Hearing
  - 6. Appointments of Appraisers
  - 7. Applications to Transfer Motor Vehicles
  - 8. Applications for Certificates of Transfer, entries approving such Applications, and the proposed Certificates of Transfer
  - 9. Claims against the Estate
  - 10. Exceptions to Inventories and Accounts
  - 11. Consents to sell Real Estate
  - 12. Fiduciary Bonds on HC Form 4.2
  - 13. Motions and entries setting such Motions for hearing
  - 14. Suggestions of Death
  - 15. Affidavits and Entries Finding that a Person is One and the Same

16. Notification of Change of Address
17. Initial Application to Extend Time of Administration (H.C. Form 13.81)
18. Certificates of Fee Agreement (H.C. Form 210.09)
19. Estate Tax Form 22 where no Ohio estate tax return is required.

B. *Guardianships.* Subject to the conditions as set forth in this Local Rule, the Court will accept the following filings through the U.S. Mail or other delivery services for a guardianship:

1. Inventories and Amended Inventories
2. Applications to Release Funds
3. Guardian's Reports
4. Expert Evaluations
5. Attorney Fee Applications
6. Guardian Fee Applications
7. Guardian Bonds on SPF 15.3
8. Notifications of Change of Address
9. Motions and entries setting such Motions for hearing
10. Applications to Extend Time (H.C. Form 245XX)

C. *Trusts.* Subject to the conditions as set forth in this Local Rule, the Court will accept the following filings through the U.S. Mail or other delivery services for a Trust:

1. Inventories
2. Lists of Beneficiaries
3. Attorney Fee Applications
4. Trustee Fee Applications
5. Trustee Bonds on HC Form 24.4
6. Notifications of Change of Address
7. Motions and entries setting such Motions for hearing
8. Requests for Notification

D. *Adoptions.* Because adoption proceedings are sealed by statute, subject to the conditions as set forth in this Local Rule, the Court will accept the following filings relating to adoptions through the U.S. Mail or other delivery services provided that the pleadings are sealed in an envelope, that is prominently labeled "ADOPTION – FILE UNDER SEAL":

1. Home Studies
2. Pre-Finalization Reports
3. Proofs of Service of Notice
4. Petitioners Final Account
5. Petitions for Identifying Information
6. Social and Medical History Updates
7. Motions, Responsive Pleadings and Entries Setting Hearings

E. *Sale of Structured Settlement Payments.* Subject to the conditions as set forth in this Local Rule, the Court will accept the following filings through the U.S. Mail or other delivery services for a Sale of Structured Settlement Payments:

1. Financial Statements required to be filed pursuant to Local Rule 68.3(B).

If a file-stamped copy of the pleadings, motions, applications and other filings is desired to be returned to the sender, a copy of such pleadings and a self-addressed, postage pre-paid envelope must be enclosed or clear written instructions must be given to place such file-stamped copies in the sender's mailbox at the Court.

Any pleading, motion, application or other filing which is to be set for hearing must be accompanied by the appropriate entry setting the matter for hearing. The Court will set such matters for hearing at its sole discretion. A proposed entry for the Court's consideration must accompany any pleading, motion, application or other filing that requires an entry.

## **Rule 57.5 Electronic Transmission Filings**

*Facsimile Filings.* In conformity with Civil Rule 5(E), pleadings, motions, applications and other filings may be filed with the Court by facsimile transmission subject to the following conditions:

1. *Definitions.* The following terms in the Rule shall be as follows:
  - (a) *Facsimile transmission* – means the transmission of a source document by a facsimile machine that encodes a document into signals, transmits and reconstructs the signals to print a duplicate of the source document at the receiving end.
  - (b) *Facsimile machine* – means a machine that can send and receive a facsimile transmission either as a stand-alone device or as a part of a computer system.
  - (c) *Fax or faxes* – an abbreviation for “facsimile” and refers, as indicated by the context, to facsimile transmission or to a document so transmitted.
  - (d) *Source document* – means the document transmitted to the court by facsimile machine.
  - (e) *Original document* – means the facsimile copy of the source document received by the Court and maintained as the original document in the Court's file.
2. *Application of Rules and Orders.* This Local Rule has been instituted solely for the convenience of those filing documents with the Court. The Court does not assume any new or additional responsibilities, obligations or liabilities by virtue of this Local Rule, except as expressly provided in this Rule. The sender assumes all responsibilities, obligations and liabilities for using this method of filing. This Local Rule pertains only to the method of filing and does not override, alter, amend, revoke or otherwise change any Local Rule or Civil Rule respecting the requirements of any filings such as obtaining the consent of parties or counsel or obtaining signatures or the authorization to sign for opposing counsel.
3. *Filings Not Accepted.* The following documents may **NOT** be filed by facsimile transmission:
  - (a) Any filing commencing a proceeding for which the Court must collect an initial case deposit against costs or a specific filing fee and/or for which the Court is required to effectuate service of summons; or
  - (b) Estate tax returns; or

- (c) Any entry not requiring the Court's signature but for which a party is obligated to pay costs to the Court. Notices of dismissal, stipulated entries of dismissal and other filings not requiring a Judge's signature and not requiring payment of costs to the Court may be filed by facsimile subject to the other provisions of this Local Rule; or
  - (d) Pleadings, motions, applications or other filings in matters involving an adoption;
  - (e) Applications for Certificates of Transfer.
4. *Filings Accepted.* Except as provided in Local Rule 57.5(3), all pleadings, motions, applications or other filings permitted to be filed with the Court by mail pursuant to Local Rule 57.4 may be filed with the Court electronically. See Local Rule 57.5(11) as to maintenance of original documents that were filed with the Court electronically.
  5. *Facsimile Cover Page.* All filings by facsimile shall be accompanied by a cover page that states all of the following information: 1) date of transmission; 2) name, telephone number, and facsimile number of the person transmitting the document; 3) case number and caption of the case in which the document is to be filed; 4) title of the document to be filed; and 5) number of pages being transmitted. See Appendix - HC Form 200.95.
  6. *Facsimile Machine.* The telephone numbers of the facsimile machine available for receiving fax filings for the Court are **513-946-3515** and **513-946-3516**. These lines are available twenty-four (24) hours per day seven (7) days per week for fax filings ONLY. Transmissions sent to any other location are not covered by nor permitted under this Local Rule. Copies of filings otherwise properly filed with the Clerk of Courts, however, such as courtesy copies for the Court, may be sent by facsimile directly to the Court, but any such transmittals shall not be considered as having been filed thereby.
  7. *Document Restrictions.* A "fax transmission" as referred to in this Local Rule, may contain more than one document but may not apply to more than one case number per transmission. Motions and other filings making reference to or incorporating other documents attached to the motion or other filing as an exhibit thereof shall be considered as being part of a single filing for purposes of this rule. If exhibits are impossible or burdensome to send by facsimile transmission, the original exhibits may be separately filed if done so within seventy-two hours of the related facsimile transmission. If the exhibits are filed separately, then an insert page describing the exhibit being filed separately must be included in the facsimile transmission. Regardless of the number of documents being sent, facsimile transmissions may not be in excess of twenty pages each excluding the Facsimile Cover Page.
  8. *Fees.* There are no specific costs related to facsimile transmissions except to the extent that the filings are taxed as cost to any case. It is the sender's responsibility to ensure that there is sufficient deposit posted with the Court with which to satisfy the cost relating to the filing.
  9. *Filing Acceptance or Rejection.* The Court is authorized to reject any facsimile transmission filing if the sender fails to provide the Facsimile Cover Page required under

Section Five (5) of this Rule or if the transmission contains a filing not acceptable under Section Three (3) of this Rule.

10. *Date and Time.* Subject to the other provisions of this Local Rule, all documents filed by fax shall be considered filed with the Court as of the date and time that the fax transmission has been received by the Court. For purposes of this provision and for entering such filings into the electronic Case Docket system, a facsimile filing shall be deemed to have been received by the Court as of the date and time printed at the top of each page of the incoming fax transmission as printed out by the Court's facsimile equipment. There shall be no other date and time stamp required for the filing of a fax document with the Court. The risks of transmitting a document by fax to the Court shall be borne entirely by the sender. Anyone using facsimile filing is urged to verify receipt of such filings by the Court through whatever technological means are available, including the Court's website.
11. *Original Filing.* A document filed by fax shall be accepted as the original filing if the person sending the fax complies with all of the requirements set forth in this Local Rule. The person making a fax filing need not file any source document with the Court. However, until the case is closed and all opportunities for post-judgment relief are exhausted the filer must maintain in their records and have available for production on request by the Court the source document of any document filed by fax, with original signatures as otherwise required under the applicable rules, together with the original copy of the facsimile cover sheet used for the subject filing.
12. *Signatures.* Facsimile filings shall contain a signature followed by the printed name of the person signing the source document.

## **Rule 58.1 Court Costs**

- A. Deposits ordinarily shall be required upon the initial filing of any action or proceeding. The deposit may be applied as filings occur and additional deposits may be required. The Court shall maintain and make available a current list of costs.
- B. The Court accepts only the following methods of payment of court costs:
  1. Cash
  2. Money Order
  3. American Express®, Discover © or MasterCard©
  4. Checks, as follows:
    - a. Law Firm Checks
    - b. Fiduciary Checking Account Checks for decedent's estates, guardianships, and testamentary trusts
    - c. Certified Checks
    - d. Cashier's Checks
- C. Case Deposits
  1. Deposits shall be required upon the initial filing of any action or proceeding. The deposit may be applied as filings occur and additional deposits may be required. The Court shall maintain and make available a current list of costs.

2. All pre-paid but unearned costs \$100.00 or less upon final disposition of the case shall automatically be refunded to the fiduciary as part of the fiduciary fee or applicant in non-estate case types. In the case of multiple fiduciaries, the case balance shall be divided equally between the fiduciaries. Prior to making the final distributions and filing the final account, the attorney should check the case balance. If the case balance is over \$100.00, those funds shall be distributed as any other estate asset.

## **Rule 58.2 Witness Fees**

Upon the filing of a praecipe for subpoena of witnesses, the party shall deposit, for each witness, an amount sufficient to pay the witness fee as prescribed by R.C. §2335.06 to pay the witness fee.

## **Rule 59.1 Wills**

- A. Before an application is filed to admit a will to probate, to appoint an estate fiduciary, or to relieve an estate from administration, the applicant or the applicant's attorney shall examine the index of wills to determine if the decedent has deposited a prior will with the Court for safekeeping. Prior wills so deposited shall be filed in the estate proceedings for record purposes only.
- B. Upon presentation of a will, a magistrate shall make the initial determination as to whether the purported will shall be admitted to probate.
- C. If a will presented to probate contains alterations, interlineations or extraneous markings, the admission of the will may be set for hearing pursuant to RC §2107.26.
- D. All persons listed on Form 1.0 whose addresses are known shall be given Notice of Probate of Will by certified mail unless such notice is waived. Notice by publication shall be required if the identity and/or address of any next of kin and/or beneficiary is unknown, unless the Court otherwise orders.
- E. Certificates of Service of Notice of Will (Form 2.4) shall not be filed without first being approved. Such approval may be obtained from any magistrate or from the magistrate's assistant.
- F. Where the will names a living trust as a beneficiary, a copy of the trust shall be displayed to one of the magistrates, but the trust agreement need not be filed with the Court. Except for good cause shown, this requirement must be met before the inventory or entry relieving the estate from administration is filed with the Court.

## **Rule 60.1 Application for Authority to Administer Estate and Notice of Appointment**

- A. Any person filing an Application for Authority to Administer Estate shall give notice to the decedent's surviving spouse and to all next of kin unless such notice is waived. This requirement shall not apply to applicants who are named in the decedent's will nor to an applicant who is the decedent's surviving spouse.
  - 1. The notice shall contain the date, time and place of the hearing, and it shall be served in accordance with Civil Rule 73 at least seven (7) days prior to the date set for hearing.
  - 2. For good cause shown, the Court may permit notice to be served by ordinary mail. Evidence of such notice shall be documented by the filing of an "Affidavit of Service."
  - 3. All Applications shall be set for hearing before the assigned magistrate unless all waivers of notice have been obtained.
  - 4. Where the Application is for the appointment of a Special Administrator pursuant to RC §2113.15, the Court in its discretion may waive or modify the notice requirements. Furthermore, the Court in its discretion may set or waive a bond, it may limit the Special Administrator's powers, and it may require the filing of expedited status report(s).
- B. Before filing an Application for Authority to Administer Estate, the attorney or the proposed fiduciary shall determine if there is a will of the decedent on deposit with the Court by checking the index of wills. Prior wills so deposited shall be filed in the estate proceedings for record purposes only.
- C. Upon the filing of an Application for Authority to Administer Estate, the applicant shall display a copy of the decedent's death certificate or other evidence of death acceptable to the Court. This requirement may be waived by the Court for good cause shown.
- D. Any applicant who is not represented by an attorney may be required to display photographic identification.
- E. Whenever an applicant resides outside Hamilton County, all estate assets shall remain in Hamilton County. This restriction shall not apply to an applicant who resides in an Ohio County contiguous to Hamilton County.
- F. Whenever an applicant resides outside of the state of Ohio, all estate assets shall be subject to Local Rule 75.1 B.

## **Rule 61.1 Appraisals**

- A. Where the probate estate includes assets which are of a special or unusual character, the fiduciary may appoint one or more qualified persons to appraise those assets.
  - 1. All probate assets shall be included in the Inventory, but assets whose value are readily ascertainable need not be appraised.

2. With regard to real estate, the fiduciary may use the property's fair market value as determined by the County Auditor for real estate tax purposes in lieu of a formal appraisal. The County Auditor's value shall be documented by written evidence which shall be attached to the Inventory.
  3. With regard to household goods and other tangible personal property, no formal appraisal shall be required unless the estimated value exceeds \$5,000.00. Where the fiduciary chooses to dispose of tangible personal property by public auction, the gross proceeds from the auction may be used in lieu of a formal appraisal.
  4. With regard to motor vehicles, the fiduciary may use values obtained from any nationally recognized valuation guide.
- B. Notwithstanding the foregoing, the Court may order a formal appraisal of any asset for good cause shown. Such an order may be issued upon the Court's own motion or at the request of any interested party.
- C. Appraisals shall be made by licensed real estate brokers, licensed real estate appraisers, licensed auctioneers, credentialed personal property appraisers, or such other persons who by experience and training are qualified to make such appraisals. Furthermore, such appraisals shall be in writing and shall include the appraiser's original signature.
- D. The following persons shall be disqualified from being such an appraiser:
1. A person related by blood or marriage to the decedent;
  2. A beneficiary of the estate;
  3. A person related by blood, marriage or employment to the attorney of the estate; and
  4. A person related by blood, marriage or employment to the fiduciary of the estate.
- E. No appraiser or broker shall be permitted to purchase or acquire, directly or indirectly, any of the property he or she appraises, except at public auction.
- F. The fiduciary or applicant shall certify on each appointment of appraiser (H.C. Form 3.0) that the appraiser is a qualified and suitable person in accordance with this rule.

## **Rule 61.2 Inventory and Appraisal**

- A. Prior to filing an Inventory, counsel shall examine record title to the decedent's real estate for the sole purpose of confirming the decedent's ownership interest.
- B. Upon filing an Inventory, the executor or administrator shall serve notice of the hearing upon the decedent's next of kin and all beneficiaries of the estate listed on Form 1.0 and their attorneys of record, unless such notice is waived. Notice may be served by ordinary mail or by personally delivering a copy of the notice to the person entitled to receive it. Evidence of notice shall be documented by the filing of an "Affidavit of Service" which sets forth the manner of service.



- C. In addition to notice, the executor or administrator shall send a copy of the Inventory and Appraisal to the decedent's next of kin and all beneficiaries of the estate listed on Form 1.0 and their attorneys of record. This requirement may be modified or waived by the Court for good cause shown.
- D. Where the name or address of an interested party is unknown, and where a prior notice by publication for that person or class of persons has not already been made in the estate proceedings, the fiduciary shall publish notice of the hearing once each week for three consecutive weeks.
- E. Upon discovering one or more new probate assets, the fiduciary or his attorney shall file a Report of Newly Discovered Assets. Unless otherwise ordered by the Court, Reports of Newly Discovered Assets shall not be set for hearing, and notice to interested parties shall not be required. Real estate and tangible personal property that are included in a Report of Newly Discovered Assets shall be valued pursuant to Local Rule 61.1.
- F. Upon discovering that the Inventory contains any other error which can not be corrected by filing a Report of Newly Discovered Assets, the fiduciary shall file an Amended Inventory. At the discretion of the assigned magistrate, the Amended Inventory may be approved upon filing, or may be set for hearing. If set for hearing, notice shall be given to all interested parties unless waived.
- G. Consents to Power to Sell Real Estate shall not be filed prior to the filing of an Inventory.

## **Rule 62.1 Claims and Bond Premiums**

- A. No estate, guardianship, or trust shall be closed until all claims filed with the Court have been resolved. If a claim has been rejected, a copy of the rejection and the proof of service shall be filed with the Court.
- B. Bond premiums shall be regarded as administrative expenses, and they shall be paid when due. No application need be made for authority to pay bond premiums.
- C. When an estate appears to be insolvent, the fiduciary shall proceed as follows:
  - 1. Where the estate is being relieved from administration, the applicant shall serve notice of the insolvency on the creditors by sending them:
    - a. A copy of H.C. Form 105.30 (Notice of Insufficient Assets to Pay Creditors in Full).
    - b. A copy of Form 5.1 (Assets and Liabilities) along with the proposed payment of debts.
  - 2. In all other cases, the fiduciary shall file a Report of Insolvency, a Schedule of Claims, and a Proposal for Payment of Debts. The Schedule of Claims shall state the name and address of each claimant, the amount claimed, the date of presentation of the claim, the payment class into which the claim falls, and whether the claim was allowed or rejected by the fiduciary. Thereafter, the fiduciary shall serve notice of the insolvency on the creditors by sending them:

- a. A copy of the Entry Setting Hearing.
  - b. A copy of the Schedule of Claims.
  - c. A copy of the Proposal for Payment of Debts.
3. Unless otherwise ordered by the Court, notice of the insolvency hearing shall be sent in accordance with Civil Rule 73.
- D. Whenever a decedent was 55 years of age or older at the time of death and had been the recipient of Medicaid, H.C. Form 7.0 shall be filed with the Court and a copy of H.C. Form 7.0 shall be sent by certified mail to the Administrator of the Estate Recovery Program.
- E. If the executor or administrator of an estate has received written notice that one of the beneficiaries has a child support arrearage, no distributions shall be made to or through Child Support Enforcement Agency (CSEA) without a hearing before the Probate Court.

### **Rule 64.1 Fiduciary Accounts**

- A. Every account presented to the Court shall be examined by an Account Review Officer and shall include:
1. An itemized statement of all receipts of the fiduciary.
  2. An itemized statement of all disbursements and distributions made by the fiduciary referenced by number or letter and date.
  3. An itemized statement of all funds, assets, and investments on hand at the end of the accounting period.
  4. Where real estate has been sold, a copy of the closing statement.
  5. The signature of the fiduciary. All fiduciaries must sign the account where multiple fiduciaries have been appointed, unless otherwise ordered by the Court.
- B. A partial account shall have an accounting period which ends not more than six (6) months prior to the time it is presented and approved by the Court, and it shall specify the number of the account using ordinal numbers (e.g., Third Partial Account).
- C. When presenting an account for audit, the fiduciary shall provide copies of all bank statements for the entire accounting period. In addition, the fiduciary shall provide documentation showing the net proceeds from any sales of personal property.
- D. With regard to disbursements and distributions made during the accounting period, all fiduciaries shall provide vouchers or other proofs. Acceptable vouchers or proofs shall include but not be limited to the following:
1. Signed receipts.
  2. Invoices that have been marked paid by the creditor.
  3. Cancelled checks.
  4. Check substitutes issued by financial institutions.
  5. Account statements that list the date, name of payee, and amount transferred.

- E. With regard to assets remaining in the hands of the fiduciary at the end of the accounting period, all fiduciaries shall provide the following supporting documentation:
1. For stocks and bonds, original certificates where they exist.
  2. Brokerage statements where investments are held by a broker.
  3. Dividend reinvestment statements where dividends are being reinvested.
  4. Statement of the transfer agent where securities are in book entry form.
  5. Other satisfactory evidence of the existence of the assets on hand.
- F. Subsections C, D, and E of this Rule shall not apply to corporate fiduciaries who are subject to RC §1111.28.
- G. With regard to accounts filed by executors and administrators pursuant to RC §2109.301:
1. At the time of filing, a copy of the account shall be provided to each heir of an intestate estate and each beneficiary of a testate estate. However, copies need not be provided where the address of an heir or beneficiary is unknown or where the beneficiary of a specific bequest has received his or her distribution.
  2. In the case of a Final Account, the executor or administrator shall give notice of the hearing to the following persons whose addresses are known:
    - a. In an intestate estate, to all heirs.
    - b. In a testate estate, to the residuary beneficiaries.
    - c. To counsel of record representing the above.
    - d. When a will creates a charitable trust, to the Ohio Attorney General, Charitable Trusts Division.
  3. When presenting a Partial Account, Waiver of Partial Account or Affidavit and Entry in Lieu of Partial Account, the executor or administrator shall also file the following:
    - a. Application to Extend Administration; and
    - b. Certificate of Service of Account to Heirs and Beneficiaries.
  4. Status Reports shall not be required unless ordered by the Court.
  5. Where an heir or beneficiary is a minor, a guardianship must be established either in Hamilton County or elsewhere before any distribution is made unless:
    - a. The decedent's will specifically provides otherwise; or
    - b. The value of the distribution is \$10,000.00 or less in which case the distribution may be made to a custodian under a Uniform Transfers to Minors Act.
- H. With regard to accounts filed by guardians and conservators pursuant to RC §2109.302:
1. Partial Accounts shall be rendered at least annually.

2. A guardian shall not be required to give notice of hearings for Partial Accounts except in the case of Veteran's Guardianships where notice shall be given to the Veteran's Administration.
  3. Unless waived, a guardian shall give notice of the hearing on the Final Account to the following persons whose addresses are known:
    - a. In the case of an incompetent, to the Ward's next-of-kin, or in the discretion of the magistrate to the fiduciary of the Ward's estate.
    - b. In the case of a minor, to the Ward if the Ward has reached the age of majority. Otherwise to the Ward's next-of-kin.
    - c. In all cases, to counsel of record for any represented party.
  4. Check substitutes or credit card statements may not be sufficient to evidence payment of debts. Receipts showing specific expenditures may be requested.
- I. With regard to accounts filed by trustees and other fiduciaries pursuant to RC §2109.303:
1. Partial Accounts shall be rendered at least biennially.
  2. When presenting an Account, the trustee shall file a current list of the names and addresses of all persons interested in the trust. (H.C. Form 24.0)
  3. Unless waived, the trustee shall serve notice of the hearing on an Account to the following persons whose addresses are known:
    - a. All income beneficiaries.
    - b. Counsel of record for any represented party.
    - c. The Ohio Attorney General, Charitable Trusts Division for charitable trusts.
  4. Check substitutes or credit card statements may not be sufficient to evidence payment of debts. Receipts showing specific expenditures may be requested.
- J. Service of notice of hearings for all accounts may be made by ordinary mail or by personally delivering a copy of the notice to the person entitled to receive it. Evidence of notice shall be documented by the filing of an "Affidavit of Service" which sets forth the manner of service.
- K. If an account is not timely filed and no arrangement has been made for an extension of the due date, a Citation to Appear shall be issued compelling the attendance of both the attorney and the fiduciary. Failure to appear at the Citation Hearing may result in the Court issuing a body attachment and writ of arrest for the attorney and/or fiduciary.

## **Rule 64.2 Show Cause Hearings**

A fiduciary and attorney who have been cited for a show cause hearing shall personally appear. Counsel shall not appear in lieu of a cited fiduciary unless the Court grants leave for the attorney to appear in that capacity.

## **Rule 65.1 Land Sale Proceedings**

- A. In land sales proceedings, the Court shall appoint one suitable and disinterested person as appraiser. Compensation for such appraiser shall be determined by the Court.
- B. Prior to closing, counsel shall furnish to the Court a Letter of Protection from the title company for the buyer insuring that all sales proceeds will be properly distributed in accordance with the closing statement.
- C. Counsel for the estate or guardian shall follow all of the requirements outlined in the land sales proceedings guideline found on the Court's website.
- D. All land sales that have not been concluded within nine (9) months from the date of filing shall be set for a status conference. The attorney of record shall appear and describe the efforts being made to complete the case, and the fiduciary shall be present or available by telephone. A written status report shall be filed at least seven days prior to such status conference.
- E. Attorney fees for real estate sold by judicial proceedings shall be collected and paid into the court as costs from the net sales proceeds. The guideline fee for attorney compensation shall be set by the Court as follows:
  - 1. The first \$10,000.00 of the purchase price at the rate of 6%, and;
  - 2. All above \$10,000.00 at the rate of 2%

## **Rule 66.1 Guardianships**

- A. An application to expend funds shall not be granted if an inventory has not been filed or if an account is overdue. The guardian of a minor ward's estate must demonstrate that the ward's parent(s) are unable to fulfill their responsibility to support the ward before the Court will consider allowing an expenditure from the ward's estate for the purpose of that ward's support, maintenance, medical care or education.
- B. Attorney fee applications in a guardianship may be filed as follows:
  - 1. In cases establishing guardianship of an estate or of person and estate, fees shall be considered at the time of filing of the inventory and subsequently at the time of the filing of each required annual account.
  - 2. For indigent guardianship proceedings, fees shall be considered at the time of the appointment of guardian, or dismissal of the application, subject to the court's rules regarding payment of fees from the indigent guardianship fund. Guardian Fee Application from the indigent fund must set forth the amount of any compensation the guardian received from third parties during the period covered by the Application. Guardian Fee Application from the indigent fund must utilize the Application set forth in the Appendix.
  - 3. In all matters where the application for payment of guardian and/or attorney fees is in excess of \$2,000, but less than \$20,000, the application shall be presented to the assigned magistrate and shall also be reviewed by a second magistrate. All applications for fees in

excess of \$20,000 shall be set for hearing before the Judge.

- C. Funds shall not be released to a guardian except upon an order of the Court.
- D. All applications for release of funds shall specify the exact amount to be released, the financial institution holding the fund, its address, and the person in whose name the fund is held.
- E. None of a ward's assets may be accessed through an automated teller machine, debit card, or the ward's credit cards. Electronic payment of routine and recurring expenses is permitted upon receiving approval of an Application for Authority to Expend Funds.
- F. All guardians are required to inform the Court, in writing, of a change of address and/or change of telephone number for either the ward or the guardian.

### **Rule 66.2 Emergency Guardianships**

- A. For all applications for the appointment of an emergency guardian, evidence shall be presented and a physician shall personally appear unless otherwise ordered by the court and testify why it is reasonably certain that immediate action is required to prevent significant injury to the person and/or estate of the minor or alleged incompetent. If the physician is not testifying, a statement of expert evaluation must be submitted with the application for appointment.
- B. The applicant shall exercise due diligence in giving notice of hearing upon the proposed ward in all emergency guardianships.

### **Rule 66.3 Guardianship-Veterans Affairs**

- A. For all guardianship proceedings wherein the proposed ward is receiving income from the Department of Veterans Affairs, the VA shall be a necessary party, entitled to notice, of all pleadings filed therein, including, but not limited to, the initial application for appointment, all applications for authority to expend funds, and the annual accountings.
- B. All Applications for Authority to Expend Funds shall first be submitted to the Department of Veterans Affairs for review and approval prior to its submission to the Court. The Application for Authority to Expend Funds shall bear the stamp and signature of an authorized representative of the Department of Veterans Affairs to confirm its review and approval of the request.
- C. The Court shall supply the guardian or the attorney for the guardian, at no cost, certified copies of any of the pleading filed in the proceedings, for submission to the Department of Veterans Affairs.
- D. All Applications for guardian's compensation or attorney's fees shall be set for hearing, and notice shall be given to the Department of Veterans Affairs, unless a Waiver or Consent is

obtained.

### **Rule 67.1 Estates of Minors Not Exceeding Ten Thousand Dollars**

- A. An application relating to funds of a minor shall be captioned in the name of the minor.
- B. Unless otherwise ordered by the Court, funds of a minor shall be deposited in the sole name of the minor, with principal and interest compounded, until the minor attains the age of majority.
- C. When the funds due to the minor originate from a bequest under a will, an inheritance, or a distribution from a trust, the funds may be transferred into an Ohio Transfers to Minor Act (OTMA) account. No Verification of Receipt of Deposit is required when funds are being transferred into an OTMA account.
- D. Except for funds referred to in Rule 67.1(C) the attorney for the minor, or in case the applicant is not represented, the attorney for the payor, shall be responsible to immediately deposit said funds and thereafter file a completed Verification of Receipt of Deposit (Form 22.3) within seven (7) days of the issuance of the entry.

### **Rule 68.1 Settlement of Claims For Injuries to Minors**

- A. An application for settlement of a minor's claim that exceeds ten thousand dollars (\$10,000) shall be brought by the guardian of the estate. If the gross amount of the claim for injuries does not exceed ten thousand dollars (\$10,000), the application shall be brought by the parent(s) of the child or the person having custody of the child.
- B. The application for settlement shall be set for hearing before the assigned magistrate. The applicant as well as the minor shall personally appear at the hearing unless otherwise waived by the Court.
- C. An application for approval of settlement of claim for injuries to a minor shall be accompanied by a current statement of the examining physician with respect to the injuries sustained, the extent of the recovery, and the physician's prognosis. Said statement shall be dated within ninety (90) days of the filing of the application for approval. If the gross amount of the settlement for injuries does not exceed ten thousand dollars (\$10,000) then the requirement of a physician's statement is waived.
- D. A copy of the proposed release of claims shall be attached to the application for approval of settlement of claims for injuries to a minor.
- E. If the net amount of the claim for injuries does not exceed one thousand dollars (\$1,000), then the Court has the discretion to order the delivery of the funds to the minor's parents or custodian.

### **Rule 68.2 Structured Settlements**

If the parties involved in claims desire to enter into a structured settlement, defined as a settlement wherein payments are made on a periodic basis, the following rules shall also apply:

- A. The application shall include an affidavit from an independent certified public accountant or other competent professional, specifying the present value of the settlement and the method by which that value was calculated.
- B. If the settlement is to be funded by an annuity, the annuity shall be provided by an annuity carrier who meets or exceeds the following criteria:
  1. The annuity carrier must be licensed to write annuities in Ohio and, if affiliated with the liability carrier or the person or entity paying the settlement, must be separately capitalized, licensed and regulated and must have a separate financial rating.
  2. The annuity carrier must have a minimum of \$100,000,000.00 of capital and surplus, exclusive of any mandatory security valuation reserve.
  3. The annuity carrier must have one of the following ratings from at least two of the following rating organizations:
    - a. A.M. Best Company: A++, A+, or A.
    - b. Moody's Investors Service (Financial Strength): Aaa, Aa1, or Aa2.
    - c. Standard & Poor's Corporation (Claims Paying/Solvency): AAA or AA.
    - d. Fitch Ratings: AAA, AA+, or AA.
  4. In addition to the requirement of subsection (3) immediately above, an annuity insurer must meet any other requirement the Court considers reasonably necessary to assure that funding to satisfy periodic-payment settlements will be provided and maintained.
  5. A qualified insurer issuing an annuity contract pursuant to a qualified funding plan under these rules may not enter into an assumption reinsurance agreement for the annuity contract without the prior approval of the Court, the owner of the annuity contract and the claimant having the beneficial interest in the annuity contract. The Court will not approve assumption reinsurance unless the re-insurer is also qualified under these rules.
  6. The annuity insurance carrier and the broker procuring the policy shall each furnish the Court with an affidavit certifying that the carrier meets the criteria set forth in subsection (3) above as of the date of the settlement and that the qualification is not likely to change in the immediate future. The broker's affidavit shall state that the determination was made with due diligence based on rating information which was available or should have been available to an insurance broker in the structured settlement trade.
  7. If the parties desire to place the annuity with a licensed insurer in Ohio that does not meet the above criteria, the Court may consider approving the same, but only if the annuity obligation is bonded by an independent insurance or bonding company, licensed in Ohio, in the full amount of the annuity obligation.



- C. The application shall include a statement of the actual cost to the defendant of the settlement. The actual cost shall be used to fix and determine attorney's contingent fees.

### **Rule 68.3 Sale of Structured Settlement Payments**

- A. All applications for approval of sale of structured settlement payments shall be filed and set for hearing before the Judge.
- B. The application should include a statement of the income, living expenses, and other financial obligations of the person desiring to sell the structured settlement payments as well as a detailed statement as to how the sale proceeds will be applied and/or utilized by the applicant. If this statement is not filed with the application, it must be filed no later than 10 days before the hearing. If it is not filed by that time, the hearing shall be reset.

### **Rule 70.1 Settlement of Claims For Wrongful Death**

- A. All applications to settle claims for wrongful death shall be set for hearing unless otherwise ordered by the Court. All interested parties to the distribution of the net proceeds of the settlement shall be listed by name, residence, and relationship to the decedent on the proposed entry approving settlement or distributing wrongful death proceeds.
- B. The term "interested parties" who are subject to notice are those set forth in R.C. §2125.02.
- C. A guardian ad litem may be appointed to represent the interests of any minor or incompetent persons who are potentially "interested parties. "
- D. When the Court is called upon to endorse an agreed entry of distribution or to adjust the shares of distribution, notice to or consents from those "interested parties" designated above shall be required.
- E. The applicant is required to appear at the hearing regarding an application to approve a wrongful death settlement or proposed distribution. An applicant shall have 30 days following approval in which to file the report of distribution unless otherwise ordered by the Court.
- F. A magistrate shall approve the report of distribution of the wrongful death proceeds only after appropriate vouchers are presented.
- G. Attorney fees for completing probate work in having a wrongful death settlement approved shall be paid from the contingent fee.

### **Rule 71.1 Attorney Fees in Decedent's Estates**

- A. Attorney fees are governed by the Rules of Professional Conduct and the Rules of Superintendence adopted by the Supreme Court of Ohio. The Court has the ultimate responsibility and authority to review attorney fees in decedent's estates as required by such rules.

- B. Counsel shall enter into a dated written fee agreement with the fiduciary prior to or upon the filing of the Inventory with the Court. The fee agreement shall contain an estimate of the total fee for the ordinary administration of the decedent's probate estate. A copy of the fee agreement shall be provided to any residuary beneficiary of the probate estate upon request. If the attorney for the estate is also the fiduciary or if the fiduciary is an attorney associated with the attorney for the estate, a copy of the fee agreement shall be provided to all residual beneficiaries of the probate estate upon its execution. Counsel shall file with the Court a Certificate of Fee Agreement on HC Form 210.09 prior to or upon the filing of the Inventory with the Court.
- C. Attorney Fees for the administration of a decedent's probate estate ordinarily shall be paid at the time the fiduciary's final account or certificate of termination is prepared for filing with the Court, and such fees shall not be paid prior to two weeks before the filing of the fiduciary's final account or certificate of termination.
- D. The Court may, upon application and for good cause shown, approve an Application for Partial Payment of Attorney Fees without a hearing prior to the time the fiduciary's final account is filed with the Court. The grounds for approving partial payment of attorney fees may include, for example, that the payment of attorney fees provides an income tax benefit to the estate, that the estate is involved in protracted litigation, or that the administration of the estate is extended beyond twelve months from the date the fiduciary is appointed because of circumstances beyond the fiduciary's and the attorney's control. In all such cases, the application must state the total amount of the attorney fees and any anticipated extraordinary fees estimated to be requested for the complete administration of the decedent's probate estate. Ordinarily, partial attorney fee requests should not exceed 50% of the total amount of the attorney fees estimated to be requested for the complete administration of the decedent's probate estate.
- E. When multiple attorneys have been retained by the fiduciary or fiduciaries for the probate estate, or when it is anticipated that attorney fees will be paid to more than one attorney or law firm, all fee requests shall be considered by the Court simultaneously.
- F. A written fee application shall not be required and the fiduciary may pay such fees to counsel if counsel's fee is within the guideline set forth in paragraph J below, the amount is under \$20,000, and the fiduciary, all residuary beneficiaries of the probate estate and all other parties affected by the payment of said fees have consented in writing to the payment of the attorney fees in the form set forth in Appendix – HC Form 201.05 and filed with the Court. If counsel's fee exceeds \$20,000 and the other terms outlined above have been met, the magistrate assigned to the case shall be provided with the attorney's time records and the magistrate shall review and approve counsel's fee prior to payment. Notwithstanding the foregoing, the Court may require an application for attorney fees be filed with the Court for review and approval.
- G. If counsel requests a fee that is within the guideline set forth in paragraph J below but all of the residuary beneficiaries of the probate estate and all other parties affected by the payment of said fees have not consented in writing to the payment of such fee, a written application

signed by the fiduciary or attorney and supported by the attorney's time records shall be filed with the Court. It is within the discretion of the magistrate assigned to the case whether such application will be formally set for hearing. If a hearing is set, notice of the hearing shall be given to all residuary beneficiaries of the probate estate and all other parties affected by the payment of said fees in the form attached as Appendix – HC Form 210.07. A Waiver of Notice of Hearing and Consent to Payment of Attorney Fees in the form attached as Appendix – HC Form 210.05 may be filed.

- H. If counsel requests a fee that is not within the guideline set forth in paragraph J below, a written application signed by the fiduciary or attorney and supported by the attorney's time records for all services, including time for services both within and outside of the guideline, shall be filed with the Court. If all of the residuary beneficiaries of the probate estate and all other parties affected by the payment of said fees have consented in writing to the payment of such fee, the magistrate assigned to the case has the discretion to approve the application. If all of the residuary beneficiaries of the probate estate and all other parties affected by the payment of said fees have not consented in writing to the payment of such fee, the application shall be set for a hearing before the Judge. Notice of the hearing shall be sent to all residuary beneficiaries of the probate estate and all other parties affected by the payment of said fees in the form attached as Appendix – HC Form 210.07. A Waiver of Notice of Hearing and Consent to Payment of Attorney Fees in the form attached as Appendix – HC Form 210.06 may be filed.
- I. No application for fees or consents from the residuary beneficiaries of the probate estate or all other parties affected by the payment of said fees are required where counsel's fee is \$2,000 or less.
- J. Attorney fees for the administration of a decedent's probate estate as set forth below may serve as a guide in determining fees to be charged to the probate estate for legal services of an ordinary nature rendered as attorney for the fiduciary in the administration of a decedent's probate estate. The Court does not have, nor is there recognized, any minimum or maximum fees that will automatically be approved by the Court. Misrepresentation of this guideline may result in sanctions, including the disapproval of or partial or total disgorging of attorney fees. Attorney fees calculated under this guideline shall be rebuttably presumed to be reasonable.
  - 1. On all property subject to administration (Inventory value in addition to ordinary income) and for which the fiduciary is charged as follows:
    - a. For the first \$50,000 at a rate of 5.5%;
    - b. All above \$50,000 and not exceeding \$100,000 at the rate of 4.5%;
    - c. All above \$100,000 and not exceeding \$400,000 at the rate of 3.5%;
    - d. All above \$400,000 at the rate of 2.0%.
  - 2. For real estate sold by judicial proceedings, the attorney fees shall be calculated in accordance with Local Rule 65.1 and may be in addition to the amount calculated under paragraph J(1) above, if approved by the magistrate assigned to the case.
  - 3. All other property includable on a federal or an Ohio estate tax return that

passes outside of probate as a result of the decedent's death, at a rate of 1% of all such property.

- K. If a hearing is held on an attorney fee application, a party in interest may not later object to the payment of that fee upon the filing of the Final Account. If a hearing is not held, a party in interest may object to the payment of that fee upon the filing of the Final Account.
- L. Where the fiduciary is also the attorney for the estate, or if the attorney for the estate is associated with the fiduciary's law firm, reasonable attorney fees shall be rebuttably presumed to be one-half of the guideline amount as set forth in paragraph J above. This paragraph shall not apply if the fiduciary fee is waived.
- M. Attorney fees for services rendered in an estate relieved from administration shall be disclosed as a liability of the estate.
- N. Except for good cause shown, attorney fees shall not be allowed to attorneys representing fiduciaries who are delinquent in filing the accounts required by ORC Section 2109.30, *et seq.*
- O. In cases involving both probate and non-probate assets, an attorney must follow the procedures set forth in this rule to approve the amount of fees charged for work done handling the administration of the probate assets. If the attorney desires to waive fees for such work, a written waiver of such fees shall be filed with the Court and as such, shall not be collected from any other source.

## **Rule 71.2 Contingent Fees**

If the contingent fee agreement does not exceed 33 1/3% of the recovery, or 40% if an appeal is taken, no application for approval of the agreement need be filed and ratification of the contingent fee agreement may be done at the time of settlement. Should a proposed fee agreement exceed these amounts, prior to entering into any such contingent fee agreement, a fiduciary shall file an application with the Court for authority to enter into such fee agreement. A copy of the proposed fee agreement shall be attached to the application. All contingent fees are subject to review and approval by the Court at the time of settlement, notwithstanding the fact that the court previously approved a fiduciary's application for authority to enter into a contingent fee agreement.

## **Rule 72.1 Executor's and Administrator's Commissions**

- A. Unless otherwise authorized by the Court, extraordinary fiduciary commissions shall not be awarded for travel expenses that would not have been incurred but for the fact that the fiduciary resides outside of Hamilton County.
- B. In cases where extraordinary executor or administrator's fees are requested involving multiple fiduciaries and separate fee applications will be filed by more than one fiduciary, all fee requests shall be considered by the Court simultaneously.

## **Rule 73.1 Guardian's Compensation**

A. Compensation for services as guardian of person and estate shall be allowed not more frequently than annually, upon application and entry, and shall be supported by calculations and documentation. The following methods for considering the reasonableness of guardian's compensation apply:

I. Guardian guideline fee:

1. 3% of the total income; and 3% of the total expenditures where total expenditures are less than \$200,000, and 2% of the total expenditures that are equal to or greater than \$200,000.
2. An annual fee of \$2.00 per \$1,000 of the fair market value of the principal.
3. Compensation computed on income will not be allowed on balances carried forward from one accounting period to another; nor will an investment of funds of the final distribution of unexpended balances to a ward at the close of a guardianship be considered as expenditures.
4. In calculating the guardian guideline fee, only the actual value of estate assets shall be reflected. Compensation is allowed for "expenditures" only to the extent that outlays have depleted assets against which compensation is to be calculated. If the guardian wishes to get credit for expenditures made at closing, then in calculating principal, the guardian must deduct the amount of those expenditures from the sale price of the assets. The same rule applies with respect to payment of tax liens or mortgages made prior to closing.

II. Hourly rate:

With respect to non-indigent guardianships, an hourly rate of \$20.00 is generally appropriate for guardians. With respect to indigent guardianships, an hourly rate of \$10.00 is generally appropriate for guardians. Under certain circumstances, a higher hourly rate may be specifically approved by the Court.

III. Minimum for guardian of estate:

A guardian of an estate shall be permitted a minimum fee of \$500.

B. For purposes of computing a guardian's compensation as herein provided, for the first accounting period, the fair market value of the principal shall be based on the value contained in the inventory. For each subsequent accounting period, the fair market value of the principal shall be based on the value of the assets remaining as stated on Form 15.8. The annual principal valuation shall be adjusted from time to time to reflect additions to and withdrawals from the principal of the estate, and the compensation for the remaining portion of the annual period shall be similarly adjusted to reflect such revised valuation.

C. Additional compensation, reimbursement for expenses incurred by a guardian, as well as, for compensation of a guardian of the person only may be fixed by the Court upon application. No application for extraordinary guardian's compensation shall be considered unless supported by complete time records during the period covered by the fee application. The Court may require that any application for compensation be set for hearing and that notice of the hearing be given to interested parties as ordered by the Court.

D. All applications for guardian compensation shall contain a good faith estimate of the number of hours expended by the guardian during the period covered by the fee application.

- E.. The compensation of co-guardians, including when separate parties are appointed as guardian of person and guardian of the estate shall not exceed the compensation that would be allowed to one guardian. In the event that the co-guardians cannot agree on the division of the compensation, the Court shall determine an equitable allocation of any guardian compensation awarded.
- F. In cases where multiple guardians are involved and separate fee applications will be filed, all fee requests shall be considered by the Court simultaneously.
- G. Compensation for services as guardian of an indigent ward may be paid from the Indigent Guardianship Fund in accordance with the Court's then standing procedural order.
- H. Except for good cause shown, neither compensation for a guardian, nor fees to the attorney representing such guardian, will be allowed while such guardian is delinquent in filing an inventory, account, or Guardian's Report. The Court may deny or reduce compensation if there is such a delinquency or failure to faithfully discharge the duties of fiduciary.

## **Rule 74.1 Trustee Compensation**

- A. Except where the instrument creating the trust makes provision for compensation, the annual fee charged by a trustee appointed by this Court for ordinary services performed in connection with the administration of each separate trust estate shall not exceed the following:
  - 1. An amount to be computed on the fair market value of the principal of the trust property in accordance with the following schedule.
    - a. \$12.00 per \$1,000.00 on the first \$1,000,000.00.
    - b. \$7.50 per \$1,000.00 on the next \$2,000,000.00.
    - c. \$5.50 per \$1,000.00 on the next \$2,000,000.00.
    - d. \$4.50 per \$1,000.00 on the balance
  - 2. The trustee may charge a minimum fee of \$1,500.00.
  - 3. Such compensation shall be charged one-half to income and one-half to principal, unless otherwise provided in the instrument creating the trust or applicable law.
- B. For purposes of computing the trustee compensation as herein provided, the fair market value of the principal shall be determined by reference to the H.C. Form 24.82 (Assets Remaining in the Trustee's Hands) for the applicable accounting period unless otherwise ordered by the Court.
- C. At the option of a corporate trustee, fee valuations may be made on a monthly or quarterly basis.

- D. Additional compensation for extraordinary services may be allowed upon application. No application for extraordinary trustee's compensation shall be considered unless supported by complete time records during the period covered by the fee application. The Court may require that the application be set for hearing and notice thereof be given to interested parties in accordance with Civil Rule 73(E). The notice shall contain a statement of amount of the compensation sought.
- E. The compensation of co-trustees in the aggregate shall not exceed the compensation which would have been payable if only one trustee had been acting, except in the following instances:
  - 1. Where the instrument under which the co-trustees are acting provides otherwise; or
  - 2. Where all the interested parties have consented in writing to the amount of the co-trustees compensation, and the consent is endorsed on the trustees account or evidenced by separate instrument filed therewith.
- F. In cases where multiple trustees are involved and separate fee applications will be filed by more than one trustee, all fee requests shall be considered by the Court simultaneously.
- G. A separate schedule of the computation of trustees compensation shall be shown in the trustees account as a condition of its approval. (Appendix of Fee Worksheets – Worksheet B).
- H. Except for good cause shown, neither compensation of a trustee nor fees to the counsel representing the trustee will be allowed while the trustee is delinquent in filing an account required by RC 2109.303.
- I. Every corporate trustee shall provide the Court with a copy of its fee schedule by the 1st day of January of each year. Corporate trustee shall also immediately provide the court with a copy of any revisions made during the year.
- J. In all instances, the Court retains the right to review the reasonableness of trustee compensation.

## **Rule 74.2 Attorney Fees for Trust Administration**

- A. An application for the allowance of attorney fees for trust administration shall have attached thereto an itemized statement of the services performed, the date services were performed, the time spent in rendering the services and the rate charged per hour.
- B. In all matters where the application for payment of attorney fees is in excess of \$2,000, but less than \$20,000, the application shall be presented to the assigned magistrate and shall also be reviewed by a second magistrate. All applications for fees in excess of \$20,000 shall be set for hearing before the Judge.
- C. When multiple attorneys have been retained by the trustee or trustees, or when it is anticipated that attorney fees will be paid to more than one attorney or law firm, all fee requests shall be

considered by the Court simultaneously.

## **Rule 75.1 Local Rules (Special Provisions)**

### **A. CIVIL COMMITMENT OF THE MENTALLY ILL**

1. When an affidavit of mental illness has been accepted and an order of detention issued, the Court may appoint an attorney to represent the respondent. The Court may also appoint a psychiatrist to act as an independent physician who may testify as to the respondent's psychiatric condition if called upon to do so.
2. While the patient/respondent is being held pursuant to the order of detention, a "voluntary" commitment shall not be accepted, unless the record or entry has been signed and approved by the patient/respondent's court-appointed counsel and counsel for the Mental Health Board.

### **B. LOCATION AND CONTROL OF ASSETS**

1. Decedents' Estates.
  - a. Whenever a fiduciary resides outside Hamilton County, all decedent's assets shall remain in Hamilton County. For good cause shown, the Court may dispense with this requirement.
  - b. Upon motion of any interested person, or sua sponte, the Court may order that all intangible property be held in joint control and possession of the fiduciary and counsel for the estate or such other suitable person or entity as the Court may approve.
2. Guardianships.

All intangible personal property belonging to the ward shall remain in the joint control of the fiduciary and counsel for the estate or such other suitable person as the Court may approve. For good cause shown, the Court may dispense with this requirement.

### **C. ADOPTIONS**

1. The attorney for the petitioner shall be responsible for all required notices in adoption proceedings.
2. Except in agency adoptions, if an adoption involves a child born before January 1, 1997, the putative father, if applicable, shall be named and the petitioner shall exercise due diligence in providing notice to the putative father in all proceedings. If an adoption involves a child born after January 1, 1997, petitioner's counsel shall request a search of the Putative Father's Registry and shall file the response to that request. The Court reserves the right to order additional notice to the putative father as deemed necessary.
3. Except in step-parent adoptions, there must be a lawful placement before the filing of the Petition for Adoption.



4. In step-parent adoptions where the Domestic Relations Court, Juvenile Court or the Child Support Enforcement Agency has a pending case for child support, petitioner(s) or counsel shall notify such court or agency of the child's adoption to allow the support order to be terminated or reduced to a lump-sum judgment.
5. The petitioner is responsible for obtaining a new birth certificate after the adoption is finalized.
6. Surrogacy actions shall be presented to the Court as declaratory judgment actions. The plaintiff shall be the intended parent(s). The necessary party defendants shall be the surrogate and the surrogate's husband. The complaint must be accompanied by an affidavit from the physician rendering the retrieval of genetic material and implantation of the embryo. Counsel shall present a proposed entry approving gestational surrogacy when the complaint is filed. A copy of the surrogacy contract shall be attached as an exhibit to the complaint. After birth, counsel shall present a proposed entry registering the child's birth with a certificate of registration.
7. The Court shall provide a list of qualified assessors. Petitioner's counsel shall inform the Court of the assessor so selected.
8. All contested adoptions shall be set for a scheduling conference.
9. For all adoptions finalized out of state on children born in Ohio, where the consent hearing is performed by this court, the petitioners shall file ODHS Forms 1693 and 1616 (Release of Identifying Information and Social Medical History Forms). Petitioners shall provide the Court with the date of finalization of the adoption in the foreign court, the name of the foreign court and the name of the adoptee after the adoption.

#### **D. EXHIBITS**

Attachments to a pleading will remain with the pleading. Exhibits shall be exchanged between the parties at least three court days in advance of the hearing with copies delivered to the judge or magistrate at least three court days in advance of the hearing, as well. Exhibits used by a party will be retained separately by either the Court or a court reporter. Any party introducing exhibits, whether admitted into evidence or not, must complete a List of Exhibits (H.C. Form 230.03) in duplicate. After the time for an appeal has expired and all costs have been paid, a party may petition the Court for the return of an original exhibit. Alternatively, the Court may destroy such exhibits pursuant to Sup.R. 26(F).

#### **E. MARRIAGE LICENSES**

1. All applicants for a marriage license must review the Certified Abstract of Marriage for accuracy before they sign the abstract. In the event errors are discovered on the abstract and/or marriage certificate after issuance, an Application to Correct Marriage Certificate and/or Certified Abstract of Marriage must be filed with the court. The application may be filed by the applicant(s) or some other party in interest and must be accompanied by supporting affidavits. The Court may set the application for hearing or consider it without hearing. If the court finds the application to be well taken, the court will issue its judgment entry correcting the marriage certificate and/or certified abstract of marriage.
2. In the event an officiant fails to timely return a certificate of marriage to the court, one or both of the applicants for the marriage license must file an Application to Issue Certificate

of Marriage which shall be set for hearing. If both applicants for the marriage license do not join in the Application to Issue a Certificate of Marriage, the second applicant must be notified of the hearing or an explanation must be given satisfactory to the court why that individual cannot be notified. The applicant(s) bear the burden of proving to the court, by a preponderance of the evidence, that the wedding was timely solemnized by a duly authorized person pursuant to Ohio law. The court will journalize an entry finding that the subject marriage has been duly solemnized if it is satisfied that applicant(s) have met their burden of proof.

#### **F. OMISSION/REDACTION OF PERSONAL IDENTIFIERS**

1. The following rule shall apply, except with respect to documents that the Court, pursuant to law, maintains under seal.
2. When submitting a case document to the Court or filing a case document with the Clerk of Court, a party to a judicial action or proceeding shall omit personal identifiers, as that term is defined in Sup. R. 44, from the document. The last four digits of social security numbers and the last three digits of financial account numbers may be included.
3. Redacted or omitted personal identifiers shall be provided to the Court or Clerk only as required by law, or upon request by the Court, or to a party by motion. Redacted or omitted personal identifiers shall be filed on a separate form under seal. HC Form 270 shall be used for this purpose.
4. The responsibility for omitting personal identifiers from a case document submitted to the Court or filed with the Clerk of Court shall rest solely with the party. The Court or Clerk is not required to review the case document to confirm that the party has omitted personal identifiers.

#### **G. INTERPRETERS FOR HEARINGS**

Any Court party or witness requiring an interpreter/translator for a hearing must complete HC Form 200.34 and file it with the Court at least three court days prior to the date of the hearing. The Court will arrange for an objective interpreter to be present at the hearing. The requesting party's failure to appear at the hearing may result in that party being held responsible for payment of the interpreter/translator fee associated with the hearing.

#### **H. MISCELLANEOUS**

1. Attorneys shall not act as sureties in any cause, nor shall they be permitted to become surety on the bond of any fiduciary.
2. No certified copies of Entries or Letters of Authority will be issued unless all required filings have been made or upon approval by the Court.
3. Trial Court Jury Use and Management Standards for the Probate Court shall be the same as those rules and regulations used by the Hamilton County Jury Commissioner, as set forth in the Hamilton County Common Pleas Court Local Rules.

4. In any type of case where either attorney fees and/or fiduciary fees are requested, including where multiple attorneys and/or fiduciaries are involved, all fee applications for a particular time frame shall be considered by the Court simultaneously.
5. In any type of case where either attorney fees or fiduciary fees are requested, the following rules shall apply:
  - a. When assets are initially included on an inventory and are subsequently removed for the reason that they are not estate assets, the guideline fee calculation should not include such assets.
  - b. Where it is subsequently determined through sale, tax appeal or otherwise that the initial valuation of real estate does not represent fair market value, the subsequent, accurate fair market valuation is to be used in calculating the guideline fee.
6. Notice of objections to a magistrate's decision/magistrate's order, along with notice of the hearing date, may be made by ordinary mail.

### **Rule 78.1 Case Management In Decedent's Estates, Guardianships and Trusts**

- A. A Certificate of Service of Notice of Probate of Will, Form 2.4, shall be filed no later than two months after the appointment of the fiduciary, unless the Court grants an extension of that time.
- B. The guardian of an estate shall file an account at least once each year. The guardian of an incompetent adult shall file a Guardian's Report, Form 17.7, with the Court no later than two years after the date of the issuance of the Guardian's Letters of Appointment and biennially thereafter.
- C. If an estate is not fully administered within two years, the assigned magistrate will determine whether court intervention is necessary. If the Court schedules a status conference, the parties may participate telephonically with prior approval of the Court.
- D. The trustee of a testamentary trust shall file an account with the Court no later than two years after the date of the issuance of the Trustee's Letters of Authority and biennially thereafter. A list of the current beneficiaries of the trust shall be filed with the account.
- E. The fiduciary shall sign all applications, including a continuance to extend the time for filing an inventory, account, or Guardian's Report.
- F. Upon citation to the attorney of record for a fiduciary who is delinquent in filing an inventory, account, or Guardian's Report, the Court may bar the attorney from opening any new cases in any new proceeding until all delinquent pleadings are filed.
- G. Upon filing exceptions to the inventory or an account, the exceptor shall set said exceptions for a scheduling conference. The Court may dispense with the scheduling conference and proceed directly to trial for good cause shown.

## **Rule 78.2 Case Management and Pre-Trial Procedure For Civil Actions**

- A. After service has been perfected on all parties, the Court shall set a scheduling conference for the case.
- B. A scheduling conference shall be conducted in all civil cases, except land sale proceedings, and parties may participate by telephone with prior approval of the Court.
- C. Notice of the scheduling conference shall be given to all counsel of record and pro se litigants by mail, facsimile, e-mail and/or by telephone by the Court not less than fourteen (14) days prior to the conference. Any application for continuance of the conference shall be in writing and filed with the Court in a timely manner.
- D. The following decisions shall be made at the scheduling conference and all counsel attending must have full authority to enter into a binding pretrial order.
  - 1. A discovery schedule shall be agreed upon by all parties and/or set by the Court for the completion of discovery.
  - 2. A date for exchange for expert witnesses shall be determined.
  - 3. A date for filing of all motions and pretrial statements which date shall not be later than seven (7) days before the formal pretrial.
  - 4. The date for the formal pretrial shall be set by the Court and shall be held approximately one week prior to the trial.
  - 5. A trial date will be set.
- E. The following decisions shall be made at the formal pretrial and all counsel attending must have full authority to enter into a binding final pretrial order:
  - 1. Briefs on any legal issues shall be submitted.
  - 2. Proposed jury instructions shall be submitted.
  - 3. Proposed jury interrogatories shall be submitted.
  - 4. Clients shall be present or available by telephone.
  - 5. No motions shall be heard after the formal pretrial without leave of Court and without good cause being shown in writing.
- F. The trial date shall not be changed nor shall the trial be continued without order of the Court and after the showing of good cause in writing.

## Appendix of Forms

<b><u>FORM</u></b>	<b><u>RULE</u></b>	<b><u>PAGE</u></b>
200.30	(11.1) Application and Order to Prepare Transcript.....	39
200.31	(11.1) Request for Digital Audio Copy of Hearing on CD .....	40
200.47	(57.2 & 57.3) Written Request For Service on Motion to Seal or Unseal Records.....	41
4.2	(57.4) Fiduciary’s Bond.....	42
13.81	(57.4) Application and Entry for Additional Extension to Administer Estate.....	43
245.xx	(57.4) Application and Entry Extending Time for Filing .....	44
24.3	(57.4) Trustee’s Bond .....	45
200.95	(57.5) Fax Cover Sheet.....	46
3.0	(61.1) Appointment of Appraiser .....	47
105.30	(62.1) Notice of Insufficient Assets.....	48
7.0	(62.1) Notice to Administrator of Estate Recovery Program .....	49
24.0	(64.1) Trust Beneficiaries .....	50
210.61	(66.1) Application for Guardian Fee from Indigent Guardianship Fund .....	51
22.3	(67.1) Verification of Receipt and Deposit .....	52
210.07	(71.1) Notice of Hearing on Application for Attorney Fees.....	53
210.05	(71.1) Consent to Payment of Attorney Fees (within guideline).....	54
210.06	(71.1) Consent to Payment of Attorney Fees (outside guideline) .....	55
210.09	(71.1)(B) Certificate of Fee Agreement.....	56
230.03	(75.1) List of Exhibits.....	57
200.34	(75.1 G) Application to Appoint Interpreter.....	58

17.7	(78.1)	Guardian's Report.....	59
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## **Appendix of Fee Worksheets**

<b><u>WKST</u></b>	<b><u>RULE</u></b>		<b><u>PAGE</u></b>
A	(73.1)	Guardian Compensation Form.....	61
B	(74.1)	Trustee Compensation Form.....	62

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

**IN THE MATTER OF** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**APPLICATION TO PREPARE TRANSCRIPT**

Applicant, hereby requests that a transcript of the hearing on the Application / Motion / Objection to Magistrate's Decision \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ M. before Judge/Magistrate \_\_\_\_\_ be prepared.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Typed or Printed name

\_\_\_\_\_  
Address

\_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_

Phone Number (include area code)

\_\_\_\_\_  
Attorney Registration Number

**ORDER TO PREPARE TRANSCRIPT**

It is the order of this court that a transcript of the above hearing be prepared. All costs to be paid by applicant directly to the court reporter. The court reporter may require a deposit. This deposit must be paid directly to the court reporter. Failure to timely pay the fee may result in sanctions being issued by the court against the applicant that ordered the transcript.

\_\_\_\_\_  
James Cissell, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

**IN THE MATTER OF** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**REQUEST FOR DIGITAL AUDIO COPY OF HEARING ON CD**

TO THE CLERK:

Please prepare a digital audio copy of the hearing in the above captioned matter held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ M., before Judge/Magistrate \_\_\_\_\_. The applicant agrees to pay the court costs of \$5.00.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Typed or Printed name

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number (include area code)





**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**FIDUCIARY'S BOND**

[For Executors and all Administrators]

Amount of bond \$ \_\_\_\_\_

The undersigned principal, and sureties if any, are obligated to the State of Ohio in the above amount, for payment of which we bind ourselves and our successors, heirs, executors, and administrators, jointly and severally.

The principal has accepted in writing the duties of fiduciary in decedent's estate, including those imposed by law and such additional duties as may be required by the Court.

This obligation is void if the principal performs such duties as required.

This obligation remains in force if the principal fails to perform such duties, or performs them tardily, negligently, or improperly, or if the principal misuses or misappropriates estate assets or improperly converts them to his own use or the use of another.

**[Check if personal sureties are involved.]**  The sureties certify that each of them owns real estate in this county, with a reasonable net value as stated below.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Date

by \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Net value of real estate owned in this county

\$ \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Date

by \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Net value of real estate owned in this county

\$ \_\_\_\_\_

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_  
CASE NO. \_\_\_\_\_

**APPLICATION TO EXTEND ADMINISTRATION**

**[R.C. 2109.301, Sup. R. 78(B) and (C)]**

This is the  initial application  subsequent application to extend administration of the estate.

The undersigned fiduciary applies to extend the administration of the estate beyond six months. The fiduciary states it would be detrimental to the estate and its beneficiaries or heirs to file a final and distributive account or certificate of termination within that time for the following reasons (state with specificity):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Fiduciary

Attorney Registration No. \_\_\_\_\_

**ENTRY**

Upon consideration of the Application, the Court orders:

- An account or certificate of termination shall be due not later than thirteen months after the appointment of the fiduciary.
- A final and distributive account or certificate of termination is due \_\_\_\_\_
- The Application is denied.
- Other: \_\_\_\_\_

A status letter shall be filed with each partial account or waiver of partial account.

\_\_\_\_\_  
James Cissell, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**APPLICATION TO EXTEND TIME**

The undersigned fiduciary hereby makes application to extend the time for filing the \_\_\_\_\_ in this matter, for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

**ENTRY EXTENDING TIME**

Upon application of the fiduciary and for good cause shown, the time for filing the \_\_\_\_\_ is hereby extended to \_\_\_\_\_.

\_\_\_\_\_  
James Cissell, Probate Judge

\_\_\_\_\_  
Approved

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

**TRUST OF** \_\_\_\_\_  
**FOR THE BENEFIT OF** \_\_\_\_\_  
**CASE NO.** \_\_\_\_\_

**TRUSTEE'S BOND**

Amount of Bond \$ \_\_\_\_\_

The undersigned principal, and sureties if any, are obligated to the State of Ohio in the above amount, for payment of which we bind ourselves and our successors, heirs, executors and administrators, jointly and severally.

- The principal has accepted in writing the duties of trustee pursuant to:
- ( ) said decedent's Will (and Codicil(s))
  - ( ) wrongful death settlement trust [R.C. 2125.03]
  - ( ) special needs trust [R.C. 2111.50(B)(3)]

Said duties include the following:

1. Make and return to the Court, on oath, as provided by and within the time required by law a true inventory of the real and personal property belonging to the Trust;
2. Administer and distribute according to law and the Trust all the real and personal property belonging to the Trust;
3. Render upon oath a just and true account of the administration at the time or times required by the Court or the law; AND in all matters, faithfully and honestly discharge the duties of said office, and comply with all conditions imposed by law.

This obligation is void if the principal performs such duties as required. This obligation remains in force if the principal fails to perform such duties, or performs them tardily, negligently, or improperly, or if the principal misuses or misappropriates estate assets or improperly converts them to his own use or the use of another.

**[Check if personal sureties are involved]** -  The sureties certify that each of them owns real estate in this county, with a reasonable net value as stated below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Net value of real estate owned in this county

\$ \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Net value of real estate owned in this county

\$ \_\_\_\_\_



**Fax Filing Cover Sheet**  
(For use in Filing Pleadings by Fax Only)

Send To:	From:
Attention:	Date:
	Phone Number:
Fax Number: (513) 946-3516 (513) 946-3515	Fax Number:

Case Caption \_\_\_\_\_

Case Number \_\_\_\_\_

Title of Document \_\_\_\_\_

**Total pages, including cover:** \_\_\_\_\_

**Comments:**

\*\*\*This document is intended for the sole and exclusive use of the named recipient. If you have received this communication in error, please notify the contact person immediately and return the original facsimile to the address listed above.

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**APPOINTMENT OF APPRAISER**

The fiduciary appoints \_\_\_\_\_  
to appraise those assets of decedent's estate which do not have readily ascertainable  
value, and asks the Court to approve the appointment. Subject to Court approval on the  
amount of such compensation, the fiduciary agrees to pay the appraiser reasonable  
compensation for his services as part of the expenses of administering the estate.

\_\_\_\_\_  
Fiduciary (or Applicant)

**CERTIFICATION**

The fiduciary hereby certifies that the appraiser appointed above is qualified in  
accordance with the Local Rules of Court.

\_\_\_\_\_  
Fiduciary (or Applicant)

**ENTRY APPROVING APPRAISER**

The appointment of appraiser in the above application is hereby approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Cissell, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**NOTICE OF INSUFFICIENT ASSETS**

**TO PAY CREDITORS IN FULL**

**[For use in applications to relieve an estate only]**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You, as a creditor or other interested party, are hereby notified that on the \_\_\_\_\_ day of \_\_\_\_\_, the applicant, \_\_\_\_\_ filed an application to relieve the above estate from administration that indicated there are insufficient assets in the estate to pay all creditors in full.

Attached to this notice is a copy of Form 5.1 – Assets and Liabilities of Estate to be Relieved from Administration, that lists the assets of the probate estate and the amount(s), classification(s), and proposed payment(s) of debts.

This matter is set for hearing before Magistrate \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., William Howard Taft Law Center, 230 East Ninth Street, Cincinnati, Ohio, 45202.

You are one of those persons whose interest may be affected by the proposed payment and if you know of any reason why such payment plan should not be permitted you should appear and inform the Court.

\_\_\_\_\_  
Applicant

Attorney Registration No. \_\_\_\_\_



**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**NOTICE TO ADMINISTRATOR OF ESTATE RECOVERY PROGRAM  
[R.C. 2117.061]**

The undersigned gives notice to the Administrator of the Estate Recovery Program that the decedent was fifty-five (55) years of age or older at the time of death and has been determined to have been a recipient of medical assistance under Chapter 5111 of the Revised Code.

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

(\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
 Executor

Administrator

Commissioner

Person who filed pursuant to 2113.03 of the Revised Code for release from administration

**CERTIFICATE OF SERVICE**

This is to certify a true copy of the above notice was served by certified U.S. mail, postage prepaid to the Administrator of the Estate Recovery Program, 150 E. Gay St., 21st Floor, Columbus, OH 43215, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Person Responsible for the Estate

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number (include area code)



**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

IN RE: GUARDIANSHIP OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**APPLICATION FOR PAYMENT OF GUARDIAN'S FEES FROM  
THE INDIGENT GUARDIANSHIP FUND**

Now comes, \_\_\_\_\_, Guardian of the Person of the above named ward and applies to the Court for payment of Guardian's fees from the Indigent Guardianship Fund. The Guardian has spent \_\_\_\_\_ hours providing services to the ward during the period of time from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_. Guardian is seeking an order authorizing the payment of \$\_\_\_\_\_ from the Indigent Guardianship Fund.

The Guardian also represents that he/she has received other compensation in the amount of \$\_\_\_\_\_ from \_\_\_\_\_ for their services during the above referenced time period.  
(Name of third party payor)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

**IN THE MATTER OF** \_\_\_\_\_  
**CASE NO.** \_\_\_\_\_

**VERIFICATION OF RECEIPT AND DEPOSIT**

**[Not for use in Custodial Account]**

Pursuant to Court order, the sum of \$ \_\_\_\_\_ was deposited with \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, as evidenced by Savings/Certificate of Deposit Account Number \_\_\_\_\_.

This account is held solely in the name of \_\_\_\_\_, a minor.

By accepting said deposit for said minor, this institution agrees that said deposit, together with accumulated interest, shall be held and no part thereof released until said minor attains the age of majority or upon further order of this Court.

\_\_\_\_\_  
Financial Institution

By \_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

**TRUST OF GUARDIANSHIP OF  
ESTATE OF \_\_\_\_\_  
CASE NO. \_\_\_\_\_**

**NOTICE OF HEARING ON APPLICATION FOR ATTORNEY FEES**

To the following persons:

Name	Address
Name	Address
Name	Address

An application for allowance of attorney's fees in the within Case has been filed with this Court. Said application requests approval of attorney's fees in the amount of \$ \_\_\_\_\_, extraordinary attorney's fee in the amount of \$ \_\_\_\_\_ and reimbursement of costs advanced in the amount of \$ \_\_\_\_\_. A copy of the attorney's fees statement with a description of services rendered is attached to this notice.

The hearing on the Application will be held on \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M. in this Court. The Court is located in Room \_\_\_\_\_ William Howard Taft Center, 230 E. Ninth Street, Cincinnati, Ohio 45202-2145. You are one of those persons whose interests may be affected by the application, and if you know of any reason why such application should not be granted, you should appear and inform the Court.

**[Check if applicable]**

- This application is for allowance of attorney fees in a decedent's estate, and the requested fees (are) (are not) within the Court's guideline fee.

\_\_\_\_\_  
Fiduciary/Deputy Clerk

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**CONSENT TO PAYMENT OF PAYMENT OF ATTORNEY FEES**

**[This form to be used in a decedent's estate when the requested attorney fees  
are within the Court's guideline fee]**

The undersigned, being a residuary beneficiary or other interested person in the above captioned estate, hereby consents to the payment of attorney fees in the amount of \$ \_\_\_\_\_ and costs in the amount of \$ \_\_\_\_\_.

In signing this consent, the undersigned hereby acknowledges:

- (1) The receipt of the attorney's fee statement with a description of services rendered to the estate;
- (2) The fee charged is within the Court's guideline and that said guideline fee has not been represented as a schedule of a minimum or a maximum fee to be charged;
- (3) The Court need not make an independent determination that said services were reasonable, necessary and beneficial to the estate.

\_\_\_\_\_

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

**WAIVER OF NOTICE OF HEARING ON APPLICATION FOR  
ATTORNEY FEES AND CONSENT TO PAYMENT OF  
ATTORNEY FEES**

**[This form to be used in a decedent's estate when the requested attorney fees  
are outside the Court's guideline fee]**

The undersigned, being a residuary beneficiary or other interested person in the above captioned estate, hereby consents to the payment of attorney fees in the amount of \$\_\_\_\_\_ and costs in the amount of \$\_\_\_\_\_.

In signing this consent, the undersigned hereby acknowledges:

- (1) The receipt of the attorney's fees statement with a description of services rendered to the estate.
- (2) The fee charged is outside the Court's guideline and that said guideline fee has not been represented as a schedule of a minimum or a maximum fee to be charged.

\_\_\_\_\_

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**CERTIFICATE OF FEE AGREEMENT**

The undersigned, being the attorney and fiduciary for the above decedent's estate, hereby certify that he/she has entered into a dated written fee agreement in compliance with Local Rule 71.1 (B) on \_\_\_\_\_, 20\_\_\_\_\_.

If the attorney for the estate is also the fiduciary or if the fiduciary is an attorney associated with the attorney for the estate, the attorney certifies that a copy of the fee agreement has been provided to all residual beneficiaries of the probate estate.

\_\_\_\_\_  
Fiduciary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ohio Supreme Court Number





**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

IN THE MATTER OF: \_\_\_\_\_

CASE NO. \_\_\_\_\_

**APPLICATION TO APPOINT INTERPRETER**

Applicant hereby requests that an interpreter be appointed to provide translation services in the \_\_\_\_\_ language at the hearing scheduled for \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ am/pm before \_\_\_\_\_ . Applicant acknowledges that he/she may be held liable for payment of the interpreter's fee if applicant fails to appear at the hearing.

\_\_\_\_\_  
Applicant

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
JAMES CISSELL, JUDGE**

**GUARDIANSHIP OF** \_\_\_\_\_  
**CASE NO.** \_\_\_\_\_

**GUARDIAN'S REPORT**  
(R.C. 2111.49)

**NOTE:** If allotted space is inadequate to respond, write "See Exhibit" in the space and add appropriate exhibit letter sequence, then attach exhibit containing information requested for that space.

1. This is the **(circle one)**: 1st, 2nd, 3rd, 4th, 5th, 6th, or \_\_\_\_\_, Guardian's Report.

2. Ward's present address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

3. Ward's living arrangements at the above address are best described as:

a. His or her own apartment or home (includes assisted living facilities).

b. Private home or apartment of:

(1) the ward's guardian

(2) a relative of the ward, whose name is \_\_\_\_\_

and relationship is \_\_\_\_\_

(3) a non-relative whose name is \_\_\_\_\_

c. A foster, group or boarding home.

d. A nursing home.

e. A medical facility or state institution.

f. Other

(describe) \_\_\_\_\_

g. If c, d, e or f is checked, complete the following:

(1) The name of the home, facility or institution \_\_\_\_\_

(2) The name of an individual at the home, facility or institution who has knowledge and is authorized to give information to the Court about the ward.

Name \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

4. The ward will be at the address given in Item 2:

a. Indefinitely.

b. Temporarily. The new address and telephone number is:

(1) Unknown. I will provide this information when known.

(2) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

CASE NO. \_\_\_\_\_

5. Guardian's contact with the ward:
- a. Approximate number of times the guardian had contact with the ward during the period covered by this report: \_\_\_\_\_.
  - b. The nature of those contacts (phone, personal, or other): \_\_\_\_\_  
\_\_\_\_\_
  - c. Date the ward was last seen by the guardian: \_\_\_\_\_
6. Have you observed any major change in the ward's physical or mental condition during the period covered by this report?  Yes  No  
If "Yes" is checked, briefly describe the changes. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. The care given to the ward is  Adequate  Not Adequate  
If "Not Adequate" is checked, explain. \_\_\_\_\_  
\_\_\_\_\_
8. The guardianship should be  Continued  Not Continued  
If "Not Continued" is checked, explain. \_\_\_\_\_  
\_\_\_\_\_
9. During the period covered by this report, the ward  has  has not  
been seen by a physician. If the ward has been seen, the last date was \_\_\_\_\_  
\_\_\_\_\_ and for the purpose of \_\_\_\_\_

Attached is a statement by a licensed physician, a licensed clinical psychologist, a licensed social worker, or a mental retardation team, that has evaluated or examined the ward within three months prior to the date of this report regarding the need for continuing the guardianship. [R.C.2111.49(A)(1)(i)](H.C. Form 17.15)

If an attorney has been consulted on this report:

Date \_\_\_\_\_

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
(Type or print Attorney's Name)

\_\_\_\_\_  
(Type or print Guardian's Name)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Supreme Court Regis. No.

(\_\_\_\_\_) \_\_\_\_\_  
(Telephone Number - Include Area Code)

**WORKSHEET A**  
**GUARDIAN COMPENSATION FORM**  
(RULE 73.1)

**INCOME FEE:**

INCOME X .03 = \_\_\_\_\_

**EXPENDITURE FEE:**

EXPENDITURES TOTALING LESS X .03 = \_\_\_\_\_  
THAN \$200,000.00

**AND**

EXPENDITURES EQUALING X .02 = \_\_\_\_\_  
\$200,000.00 OR MORE

**PRINCIPAL FEE:**

FAIR MARKET VALUE OF X .002 = \_\_\_\_\_  
PRINCIPAL

**MINIMUM FEE:** \$500.00 PER YEAR

**WORKSHEET B**

**TRUSTEES COMPENSATION FORM  
(RULE 74.1)**

**PRINCIPAL FEE:**

**YEAR ONE**

**FAIR MARKET VALUE OF PRINCIPAL X RATE**

First \$1,000,000 X .012 = \_\_\_\_\_

Next \$2,000,000 X .0075 = \_\_\_\_\_

Next \$2,000,000 X .0055 = \_\_\_\_\_

Balance X .0045 = \_\_\_\_\_

**PRINCIPAL FEE:**

**YEAR TWO**

**FAIR MARKET VALUE OF PRINCIPAL X RATE**

First \$1,000,000 X .012 = \_\_\_\_\_

Next \$2,000,000 X .0075 = \_\_\_\_\_

Next \$2,000,000 X .0055 = \_\_\_\_\_

Balance X .0045 = \_\_\_\_\_

**MINIMUM FEE: \$1,500.00 PER YEAR**