

**STARK COUNTY PROBATE COURT
CURT WERREN, JUDGE**

THIS INSTRUCTION SHEET IS PROVIDED AS A SERVICE TO THE PUBLIC FOR THOSE ESTATES WHICH ARE OF MINIMAL ASSETS AND DO NOT INCLUDE REAL ESTATE.

IF THE ESTATE INCLUDES REAL ESTATE, YOU ARE STRONGLY ADVISED TO SEEK LEGAL COUNSEL. THE CLERKS OF THE PROBATE COURT ARE NOT PERMITTED TO ASSIST YOU IN ANSWERING QUESTIONS OR FILLING OUT FORMS.

RELEASE OF ESTATE FROM ADMINISTRATION

PLEASE BE SURE TO COMPLETE ALL THE FORMS THAT YOU HAVE BEEN GIVEN. THE FOLLOWING IS A BRIEF DESCRIPTION OF WHAT YOU WILL NEED TO DO.

ALL FORMS MUST BE LEGIBLY PRINTED OR TYPEWRITTEN.

- FORM 1.0 "SURVIVING SPOUSE, NEXT OF KIN, LEGATEES AND DEVISEE"
LIST THE NAMES AND ADDRESSES OF THE SPOUSE AND ALL CHILDREN, OR ANY PERSON WHO WOULD BE RELATED TO THE DECEASED PERSON IF THEY PASSED AWAY WITHOUT A SPOUSE OR CHILDREN.
- FORM 2.0 "APPLICATION TO PROBATE WILL" (TO BE COMPLETED ONLY IF THERE IS A WILL)
COMPLETE ALL THE GENERAL INFORMATION AT THE TOP OF THE FORM. SIGN ON THE LINE THAT SAYS APPLICANT AND PRINT YOUR NAME, ADDRESS AND PHONE NUMBER.
- FORM 2.1 "WAIVER OF NOTICE" (ONLY FOR WILL)
THIS FORM IS TO BE SIGNED BY ALL THE PEOPLE LISTED ON FORM 1.0.
- FORM 2.2 "NOTICE OF PROBATE" (ONLY FOR WILL)
MUST BE MAILED BY CERTIFIED MAIL TO THE PEOPLE LISTED ON FORM 1.0 WHO WILL NOT SIGN THE WAIVER FORM 2.1
- FORM 2.4 "CERTIFICATE OF SERVICE OF NOTICE OF PROBATE OF WILL" (ONLY FOR WILL)
COMPLETE AND SIGN WHERE IT SAYS FIDUCIARY, AFTER THE PEOPLE LISTED ON FORM 1.0 HAVE EITHER WAIVED NOTICE OR RECEIVED NOTICE.

- FORM 3.0 "APPOINTMENT OF APPRAISER"
COMPLETE WITH THE NAME OF A QUALIFIED PERSON TO APPRAISE THOSE NON CASH ITEMS THAT ARE LISTED ON THE FORM 5.1. IN LIEU OF AN APPRAISAL YOU MAY VERIFY THE VALUE OF SOME NON CASH ITEMS SUCH AS A CAR BY PROVIDING THE COURT WITH COPIES OF THE NADA BLUE BOOK.
- FORM 5.0 "APPLICATION TO RELIEVE ESTATE FROM ADMINISTRATION"
COMPLETE ALL THE GENERAL INFORMATION AT THE TOP OF THE FORM. SIGN ON THE LINE THAT SAYS APPLICANT AND PRINT YOUR NAME, ADDRESS AND PHONE NUMBER.
- FORM 5.1 "ASSETS AND LIABILITIES OF ESTATE TO BE RELIEVED FROM ADMINISTRATION"
ALL ASSETS THAT WERE ONLY IN THE DECEDENT'S NAME MUST BE LISTED. ANY ITEM THAT IS NOT A BANK ACCOUNT, CASH OR CHECK MUST BE APPRAISED. IF THE ASSET IS A VEHICLE AND YOU ARE NOT THE SPOUSE, PLEASE LIST IT UNDER OTHER ASSETS. YOU MUST INCLUDE THE MAKE, MODEL AND VEHICLE NUMBER AS WELL AS THE APPRAISED VALUE. ON THE BACK OF THE FORM YOU MUST LIST ANY DEBTS OWED BY THE DECEDENT.
IF AN APPRAISER IS REQUIRED, HE/SHE MUST SIGN AT THE BOTTOM AND INITIAL THE ASSETS APPRAISED. BANK ACCOUNTS MUST INCLUDE THE FINANCIAL INSTITUTION'S NAME, TYPE OF ACCOUNT AND THE AMOUNT OF DEPOSIT.
- FORM 5.2 "WAIVER OF NOTICE OF APPLICATION TO RELIEVE ESTATE FROM ADMINISTRATION"
ALL NEXT OF KIN AND BENEFICIARIES LISTED ON THE FORM 1.0 MUST SIGN THIS WAIVER OR BE NOTIFIED OF THE HEARING.
- FORM 5.3 "NOTICE OF HEARING"
ANY NEXT OF KIN WHO DO NOT SIGN THE WAIVER FORM 5.2 ARE TO BE LISTED ON THIS FORM, INCLUDING THEIR ADDRESS.
- FORM 5.6 "ENTRY RELIEVING ESTATE FROM ADMINISTRATION"
COMPLETE AS MUCH OF THIS FORM AS POSSIBLE. ON THE BACK OF THE FORM ENTER THE NAMES OF THE PEOPLE RECEIVING THE ASSETS AND THE ASSETS THAT WILL BE DISTRIBUTED TO THEM.

IN ADDITION TO THE ABOVE COMPLETED FORMS WE WILL NEED THE FOLLOWING:

THE ORIGINAL WILL

A PAID RECEIPT FOR THE FUNERAL BILL. IF THE BILL IS UNPAID YOU WILL NEED TO OBTAIN A WAIVER (FORM 5.2) FROM THE FUNERAL DIRECTOR.

A DEATH CERTIFICATE.

THE APPRAISAL FOR YOUR ASSETS OR DOCUMENTATION TO VERIFY THE VALUE. COPIES OF BANK STATEMENTS OR VEHICLE TITLES TO VERIFY THE ASSETS.

COURT COST ARE DUE AND PAYABLE AT THE TIME OF FILING AND VARY. BASE COST IS \$182

THE PROCEDURE WILL BE FOR YOU TO FILE YOUR PAPERS WITH THE COURT WHEN YOU HAVE COMPLETED THEM.

YOU WILL THEN LEAVE ALL NECESSARY FORMS AND DOCUMENTS WITH THE COURT TO BE REVIEWED.

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, PROBATE JUDGE**

ESTATE OF _____, DECEASED

CASE NO. _____

**SURVIVING SPOUSE, CHILDREN, NEXT OF KIN,
LEGATEES AND DEVISEES**

[R.C. 2105.06, 2106.13 and 2107.19]

[Use with those applications or filings requiring some or all of the
information in this form, for notice or other purposes. Update as required.]

The following are decedent's known surviving spouse, children, and the lineal descendants of deceased children. If none, the following are decedent's next of kin who are or would be entitled to inherit under the statutes of descent and distribution.

Name	Residence Address	Relationship to Decedent Surviving Spouse	Birthdate of Minor

[Check whichever of the following is applicable]

- ☐ The surviving spouse is the natural or adoptive parent of all of the decedent's children.
- ☐ The surviving spouse is the natural or adoptive parent of at least one, but not all, of the decedent's children.
- ☐ The surviving spouse is not the natural or adoptive parent of any of the decedent's children.
- ☐ There are minor children of the decedent who are not the children of the surviving spouse.
- ☐ There are minor children of the decedent and no surviving spouse.

**Birthdate
of minor**

[illegible]

- ☐ The will contains a charitable trust or a bequest or devise to a charitable trust, subject to R.C. 109.23 and to 109.41.
- ☐ The will is not subject to R.C. 109.23 to 109.41 relating to charitable trusts.

Applicant (or give other title)

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, PROBATE JUDGE**

ESTATE OF _____, **DECEASED**

CASE NO. _____

APPLICATION TO PROBATE WILL

[R.C. 2107.11, 2107.18, and 2107.19]

Applicant states that decedent died on _____

Decedent's domicile was _____
Street Address

City or Village, or Township if unincorporated area _____ County

Post Office _____ State _____ Zip Code

A document purporting to be decedent's last will is attached and offered for probate, and applicant waives notice of probate of this will.

Decedent's surviving spouse, children, next of kin, and legatees and devisees, known to applicant, are listed on the attached Form 1.0.

Attorney for Applicant

Applicant

Typed or Printed Name

Typed or Printed Name

Address

Address

Phone Number (include area code)

Phone Number (include area code)

Attorney Registration No. _____

WAIVER OF NOTICE OF PROBATE OF WILL

The undersigned, being persons entitled to notice of the probate of this will, waive such notice. After a certificate is filed evidencing these waivers and any notices given, any action to contest the validity of this will must be filed no more than three months after the filing of the certificate for estates of decedents who die on or after January 1, 2002, and no more than four months after the filing of the certificate for estates of decedents who die before January 1, 2002.

CASE NO. _____

ENTRY ADMITTING WILL TO PROBATE

The Court finds that the purported will of decedent, either on its face or from testimony of the witnesses, complies with applicable law. It is therefore admitted to probate and ordered recorded. The Court further orders that notice of the probate be given to all parties entitled to notice.

Date

Curt Werren - Probate Judge

CERTIFICATE OF WAIVER OF NOTICE

The undersigned states that all persons entitled to notice:

[Check applicable boxes]

- ☐ Have waived notice of the application for probate of this will or of a contest as to jurisdiction.
- ☐ Have waived notice of this will's admission to probate. The waivers are filed herein.
- ☐ Have not been notified because their names or places of residence are unknown and cannot with reasonable diligence be ascertained.

- _____
☐ Fiduciary
☐ Applicant for the admission of this will to probate
☐ Applicant for a release from administration
☐ Other interested person
☐ Attorney for any of the above

Attorney Registration No. _____

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE**

ESTATE OF _____, DECEASED

CASE NO. _____

WAIVER OF NOTICE OF PROBATE OF WILL

[R.C. 2107.19(A)(2)]

The undersigned, being persons entitled to notice of the probate of this will, waive such notice. After a certificate is filed evidencing these waivers and any notices given, any action to contest the validity of this will must be filed no more than three months after the filing of the certificate for estates of decedents who die on or after January 1, 2002, and no more than four months after the filing of the certificate for estates of decedents who die before January 1, 2002.

PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

NOTICE OF PROBATE OF WILL
[R.C. 2107.19(A)]

To: _____

You are hereby notified that the decedent died on _____, _____, that the decedent's will was admitted to probate by this Court located at 110 Central Plaza South, Suite 501, Canton, Ohio 44702-1413, on _____, _____. This notice is given to all persons who would be entitled to inherit from the decedent had the decedent died intestate and to all legatees and devisees named in this will who do not waive notice. You are receiving this notice as: [check all of the following that apply]

- ☐ The Surviving Spouse.
- ☐ A person who would be entitled to inherit from the decedent had the decedent died intestate.
- ☐ A legatee or devisee named in the will.

After a certificate is filed evidencing any notices given, any action to contest the validity of this will must be filed no more than three months after the filing of the certificate for estates of decedents who die on or after January 1, 2002, and no more than four months after the filing of the certificate for estates of decedents who die before January 1, 2002.

Date

Typed or Printed Name

Address

Phone Number (include area code)

- _____
☐ Fiduciary
☐ Applicant for the admission of this will to probate
☐ Applicant for a release from administration
☐ Other interested person
☐ Attorney for any of the above

Attorney Registration No. _____

PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

CERTIFICATE OF SERVICE OF NOTICE OF PROBATE OF WILL

[R.C. 2107.19(A)(3)]

The undersigned states that all persons entitled to notice:

[Check all applicable boxes]

- ☐ Have waived notice of the admission of this will to probate. The waivers are filed herein.
- ☐ Have received notice of the admission of this will to probate.
- ☐ Have been notified of the hearing on the probate of this will or a contest as to jurisdiction.
- ☐ Evidence of notification is filed herein.
- ☐ Have not been notified because their names or places of residence are unknown and cannot with reasonable diligence be ascertained.

- ☐ _____
Fiduciary
- ☐ Applicant for the admission of this will to probate
- ☐ Applicant for a release from administration
- ☐ Other interested person
- ☐ Attorney for any of the above

Attorney Registration No. _____

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE**

ESTATE OF _____, DECEASED

CASE NO. _____

APPOINTMENT OF APPRAISER

[R.C. 2115.02 & 2115.06]

☐ The fiduciary / applicant 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 the services as part of the expenses of administering the estate.

☐ The fiduciary / applicant will use the valuation of the real property by the County Auditor.

CERTIFICATION

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

Date

Fiduciary / Applicant

ENTRY APPROVING APPRAISER / ENTRY SETTING HEARING

☐ The application is hereby approved.

☐ The Court sets _____ at _____ o'clock ____ .M. as the date and time for hearing the above appointment of appraiser.

Date

Curt Werren - Probate Judge

PROBATE COURT OF STARK COUNTY, OHIO

CURT WERREN, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

APPLICATION TO RELIEVE ESTATE FROM ADMINISTRATION

[R.C. 21 13.03]

Applicant states that decedent died on _____

Decedent's domicile was _____

Street Address

City or Village, or Township if unincorporated area

County

Post Office

State

Zip Code

[Check one of the following]

- ☐ Decedent's will has been admitted to probate in this Court.
☐ To applicant's knowledge, decedent did not leave a will.

[Check one of the following]

- ☐ The assets are \$15,000 or less and decedent died on or after January 1, 1976.
☐ The assets are \$25,000 or less and decedent died on or after October 20, 1987.
☐ The assets are \$35,000 or less and decedent died on or after November 9, 1994.
☐ The assets are \$50,000 or less; the surviving spouse is entitled to all of the assets and the decedent died on or after April 16, 1993.
☐ The assets are \$85,000 or less; the surviving spouse is entitled to all of the assets and the decedent died on or after September 14, 1993.
☐ The assets are \$100,000 or less; the surviving spouse is entitled to all of the assets and the decedent died on or after March 18, 1999.

[Check, if applicable]

- ☐ Decedent was fifty-five (55) years of age or older at the time of death and was a recipient of medical assistance under Chapter 5111 of the Revised Code. SPF 7.0 Notice to Administrator of Estate Recovery Program has been filed.

Applicant asks that the estate be relieved from administration because the assets do not exceed the statutory limits. A statement of the assets and liabilities of the estate is listed on the attached Form 5.1.

The decedent's surviving spouse, next of kin, legatees, and devisees known to applicant, are listed on the attached Form 1.0.

Attorney for Applicant

Applicant

Typed or Printed Name

Typed or Printed Name

Address

Address

Phone Number (include area code)

Phone Number (include area code)

Attorney Registration No. _____

WAIVER OF NOTICE

The undersigned surviving spouse, heirs at law, legatees, devisees, and other persons entitled to notice of the filing of the application to relieve decedent's estate from administration, waive such notice.

_____	_____
_____	_____
_____	_____
_____	_____

ENTRY SETTING HEARING AND ORDERING NOTICE

The Court sets _____, at _____ o'clock _____ . M., as the date and time for hearing the application to relieve decedent's estate from administration.

[Check one of the following]

- ☐ All notice is dispensed with as unnecessary.
- ☐ Notice by publication to interested parties is dispensed with as unnecessary. Written notice shall be given, as provided by law and the Rules of Civil Procedure, to those persons entitled to notice, who have not waived notice.
- ☐ Written notice is dispensed with as unnecessary. Notice by publication shall be given to interested parties as provided by law and the Rules of Civil Procedure.
- ☐ Written notice shall be given to those persons entitled to notice, who have not waived notice, and notice by publication shall be given to interested parties, as provided by law and the Rules of Civil Procedure.

Date _____

Curt Werren,
Probate Judge

PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

ASSETS AND LIABILITIES OF ESTATE TO BE RELIEVED FROM ADMINISTRATION

Following is a summary statement of the character and value of the assets in decedent's estate [Insert a check in the "Appraised" column opposite an item if it was valued by the appraiser. Leave blank if the readily ascertainable value of the item was determined by applicant. Use extra sheets if necessary.]

Automobiles distributed to surviving spouse by affidavit	Value
--	-------

First automobile selected by surviving spouse under R.C. 2106.18		
Omit value when computing total assets	Appraised value \$	XXXX
Second automobile selected by surviving spouse under R.C. 2106.18		
Omit value when computing total assets	Appraised value \$	XXXX
Total value [not to exceed \$40, 000 00]	\$	XXXX

Character of asset	Appraised	Value
Real Estate, described in accompanying Certificate of Transfer No.		\$

Other assets	\$
--------------	----

Total Assets	\$
--------------	----

CASE NO. _____

Following is a list of decedent's known debts. **[Use extra sheets if necessary]**

Name of Creditor	Nature of Debt	Amount
		\$
Total Debts		\$

CERTIFICATION

The undersigned appraiser agreed to act as appraiser of decedent's estate, and to appraise the property exhibited truly, honestly, impartially, and to the best of the appraiser's knowledge and ability. The appraiser further says that those assets whose values were not readily ascertainable are indicated above by a check in the "Appraised" column opposite each such item, and that such values are correct.

The undersigned applicant determined the value of those assets whose values were readily ascertainable and were not appraised by the appraiser, and that such values are correct, and to applicant's knowledge the above list of decedent's debts is correct.

Date _____

Appraiser _____

Applicant _____

PROBATE COURT OF STARK COUNTY, OHIO

IN THE MATTER OF: _____

CASE NO. _____

Confidential Disclosure of Personal Identifiers

[Rule 45(D) of the Rules of Superintendence for the Courts of Ohio]

	<u>Complete Personal Identifier</u>	<u>Institution</u>	<u>Abbreviation</u>	<u>Form No.</u>	<u>Filing Date</u>
Ex.	123-45-6789	Social Security	6789	22.3	7/1/2009
Ex.	0001234567	Anytown Bank Checking	Anytown #1	6.1	7/1/2009
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

Check if additional pages are attached

Signature of Filing Party

Printed Name

Date: _____

This is page ____ of ____ pages

PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

**WAIVER OF NOTICE OF APPLICATION TO RELIEVE
ESTATE FROM ADMINISTRATION**

The undersigned surviving spouse, heirs at law, legatees, devisees, and other persons entitled to notice of the filing of the application to relieve decedent's estate from administration, waive such notice.

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE**

ESTATE OF _____, DECEASED

CASE NO. _____

NOTICE OF APPLICATION TO RELIEVE ESTATE FROM ADMINISTRATION

To the following persons:

_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address

An application has been filed in this Court asking that decedent's estate be relieved from administration, saying that the assets in the estate do not exceed the statutory limits.

The hearing on the application will be held _____
at _____ o'clock _____ M. in this Court.

The Court is located at 110 Central Plaza South, Suite 501, Stark County Office Building,
Canton, Ohio 44702-1413.

If you know of any reason why the application should not be granted, you should appear and inform the Court.

Curt Werren,
Probate Judge

PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

ENTRY RELIEVING ESTATE FROM ADMINISTRATION

[R.C. 2113.03]

Upon hearing the application to relieve decedent's estate from administration, the Court finds that:

Decedent died **[check one of the following]** ☐ testate - ☐ intestate. The date of death and domicile are as stated in the application, and the Court has jurisdiction over the estate;

Notice to the surviving spouse, heirs at law, legatees, devisees, and other persons was duly effected or dispensed with by the Court as unnecessary.

The values of the several assets in the estate, given in the application do not exceed the statutory limits.

The Court therefore relieves the estate from administration, and orders **[Check and complete whichever of the following are applicable]:**

☐ That the following personal property be sold **[describe]:**

☐ That the following debts of decedent shall be paid to the extent of assets:

☐ That the statutory family allowance be paid to the ☐ surviving spouse - ☐ minor children of the decedent - ☐ apportioned between the surviving spouse and minor children of the decedent who are not the children of the surviving spouse. Attach Form 7.2 if necessary.

☐ That Certificate of Transfer No. _____, attached to the application and describing decedent's real estate, issue and be preserved in the records of the Court and that authenticated copies of the certificate be delivered as required to the persons entitled to them;

☐ That the financial institutions holding accounts in decedent's name as set forth below pay the same upon proper tax release **[check one of the following]** - ☐ to the commissioner - ☐ to

CASE NO. _____

☐ That the remainder of the estate be distributed in cash or in kind, as follows:

[illegible]

The Court appoints _____ commissioner, to receive and sell or distribute the personal property or proceeds thereof, and to execute all necessary documents of conveyance, including without limitation those necessary to transfer title to any motor vehicle, motorcycle, watercraft, or other titled personal property sold or distributed in kind. The commissioner shall complete these duties and report to the Court within sixty days of the date of this entry.

Date _____

Curt Werren,
Probate Judge

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE**

ESTATE OF: _____, **DECEASED**

CASE NO. _____

**CERTIFICATION OF NOTICE TO ADMINISTRATOR OF
MEDICAID ESTATE RECOVERY PROGRAM
[R.C. 2117.061 AND 5162.21]**

**THIS FORM SHALL BE FILED IN THE PROBATE COURT UPON COMPLETION OF
NOTICE TO ADMINISTRATOR**

The undersigned certifies that a Notice in compliance with Ohio Revised Code 2117.061 and 5162.21 was served upon the following by a method authorized by Civ.R. 73 on the _____ day of _____, 20____:

Medicaid Estate Recovery
30 East Broad Street, 14th Floor
Columbus, Ohio 43215

Attorney for Applicant

Person Responsible for the Estate

Typed or Printed Name

Typed or Printed Name

Address

Address

City, State, Zip Code

City, State, Zip Code

Telephone Number (include area code)

Telephone Number (include area code)

Attorney Registration No. _____

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, JUDGE**

ESTATE
OF: _____

CASE NO. _____

**NOTICE TO ADMINISTRATOR OF
MEDICAID ESTATE RECOVERY PROGRAM**
[R.C. 2117.061 AND 5162.21]

**IF THE ESTATE OF THE DECEDENT IS SUBJECT TO THE MEDICAID ESTATE RECOVERY
PROGRAM PURSUANT TO R.C. 5162.21, THIS NOTICE SHALL BE FILED WITH THE
ADMINISTRATOR OF THE PROGRAM AT THE FOLLOWING ADDRESS:**

**Medicaid Estate Recovery
30 East Broad Street, 14th Floor
Columbus, Ohio 43215**

**THIS NOTICE IS NOT A PUBLIC RECORD AND SHALL NOT BE FILED IN THE
PROBATE COURT**

The undersigned person responsible for the estate hereby states the following:

1. Name of Decedent: _____
2. Address of Decedent: _____

3. Date of Birth: _____ Age: _____
4. Date of Death: _____
5. Social Security Number: _____
6. Check all applicable boxes:
 - ☐ A copy of the Schedule of Assets (Form 6.1) or Assets and Liabilities (Form 5.1) is attached;
 - ☐ A schedule of any other real and personal property and other assets in which the decedent had any legal title or interest at the time of death (to the extent of the interest), including assets conveyed to a survivor, heir, or assign of the individual through joint tenancy, tenancy in common, survivorship, life estate, living trust, or other arrangement;
 - ☐ The spouse of the decedent was subject to the Medicaid estate recovery program, a separate notice is being submitted for the pre-deceased spouse.

Signature - Person Responsible for the Estate

Typed or Printed Name

Address

City, State, Zip

Telephone Number (include area code)

**PROBATE COURT OF STARK COUNTY, OHIO
CURT WERREN, PROBATE JUDGE**

ESTATE OF _____ DECEASED

CASE NO. _____

**APPLICATION FOR CERTIFICATE OF TRANSFER
[R.C. 2113.61]**

Applicant states that decedent died on _____.

Decedent's domicile at death was _____

Street Address

City or Village, or Township if unincorporated area County

Post Office State Zip Code

Decedent died owning the real property described in the accompanying Certificate of Transfer No. _____, which also lists those persons to whom the real property passed. Applicant asks the Court to issue a Certificate of Transfer so that new ownership interests may be recorded.

[Check the applicable boxes]

- ☐ Decedent died intestate.
- ☐ Decedent died testate on _____; will admitted to probate on _____.
- ☐ Decedent's known debts have been paid or secured to be paid.
- ☐ Sufficient other assets are in hand to pay decedent's known debts.
- ☐ Estate is insolvent and the transfer shall apply toward the allowance for support.
- ☐ Applicant was appointed by this Court on _____ and is the qualified and acting executor or administrator of decedent's estate.
- ☐ Executor or administrator of decedent's estate failed to file this application before being discharged.
- ☐ Applicant is the executor or administrator appointed in another state. There is and has been no ancillary administration in Ohio. The real property to be transferred is located in this county.
- ☐ The transfer is subject to a written contract for the sale and conveyance of the real property, entered into but uncompleted by decedent before death. A copy of the contract is attached.
- ☐ There has been no administration and none is contemplated [R.C. 2113.61(D)].
- ☐ The transfer is pursuant to decedent's Will.
- ☐ The transfer is pursuant to the statutes of descent and distribution.
- ☐ The transfer is pursuant to summary release from administration [R.C. 2113.031(D)(3)].
- ☐ The real property to be transferred is subject to a charge in favor of the surviving spouse in the amount of \$_____ as computed pursuant to R.C. 2106.11 on attached Exhibit A, and as shown on the accompanying Certificate of Transfer, in respect of the unpaid balance of the specific monetary share which is part of the surviving spouse's total intestate share.

FORM 12.0 – APPLICATION FOR CERTIFICATE OF TRANSFER

Amended: March 1, 2014

Discard all previous versions of this form

CASE NO. _____

- ☐ Spousal elections have been exercised.
- ☐ Disclaimers or assignments have been filed.
- ☐ The transfer is of decedent's entire interest in the mansion house to the surviving spouse, who hereby elects to take such interest as part or all of the intestate share and/or allowance for support. **[If this paragraph is checked, the following must be completed, and both the surviving spouse and applicant must sign this form].**

The value of the total intestate share to which decedent's surviving spouse is entitled is \$ _____

The value of the allowance for support to which decedent's surviving spouse is entitled is \$ _____

The value of decedent's entire interest in the mansion house is:

Interest in mansion house\$ _____

Interest in household goods in house\$ _____

Interest in lots or farm land adjacent to house
and used in conjunction with it, which are
described in Certificate of Transfer and which
spouse hereby elects to include.....\$ _____

Less: Decedent's share of liens
on any and all of above\$ _____

Total\$ _____ \$ _____

Surviving Spouse

Applicant

Title or status

ENTRY ISSUING CERTIFICATE OF TRANSFER

The Court finding that the above application contains the information required by statute orders that Certificate of Transfer No. _____ be filed with this Entry and a copy of the Certificate of Transfer be issued for recording.

- ☐ **[Check if applicable]** The Court further finds that the transfer is subject to a charge pursuant to R. C. 2106.11.

Date

Curt Werren, Probate Judge

CASE NO. _____

The legal description of decedent's interest in the real property subject to this certificate is: **[use extra sheets, if necessary]**.

Prior Instrument Reference:

Parcel No:

This instrument was prepared by _____

ISSUANCE

This Certificate of Transfer is issued this _____ day of _____, 20_____.

Curt Werren, Probate Judge

AUTHENTICATION

I certify that this document is a true copy of the original Certificate of Transfer No. _____ issued on _____ and kept by me as custodian of the official records of this Court.

Date

Curt Werren, Probate Judge

By _____
Deputy Clerk