PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF: _____

CASE NO. _____

NEW CASE INFORMATION STATEMENT

ATTORNEY OF RECORD TO COMPLETE THE FOLLOWING SECTION

THE UNDERSIGNED CERTIFIES THAT THIS CASE ☐ IS, ☐ IS NOT RELATED TO ANY CASE NOW PENDING IN ANY JUDICIAL SYSTEM.

CASE NUMBER OF RELATED CASE _____

DESCRIPTION AND JURISDICTION OF RELATED CASE _____

PLEASE CHECK ONE OF THE FOLLOWING:

☐ CORRECTION/REGISTRATION OF BIRTH ☐ DISINTERMENT ☐ TRUSTS ☐ MINOR SETTLEMENT
☐ NAME CHANGE
☐ OTHER _____

STATEMENT OF PERMANENT ADDRESS

The following address is my permanent address. I understand that I am required to notify the Court of any change in my address and that the Court is authorized to remove me if I fail to comply with this requirement.

_____	_____
Signature, Attorney of Record	Signature, Fiduciary
_____	_____
Print Attorney Name	Print Fiduciary Name
_____	_____
Address	Address
_____	_____
(____) _____	(____) _____
Phone Number	Phone Number
_____	_____
Ohio Supreme Court ID Number	Ohio Supreme Court ID Number
_____	_____
E-Mail Address	E-Mail Address

Reset Form

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE:

☐ **TESTAMENTARY TRUST** ☐ **WRONGFUL DEATH TRUST**
☐ **SPECIAL NEEDS TRUST** ☐ **OTHER** _____

OF _____, **DECEASED, GRANTOR**

CASE NO. _____

APPLICATION FOR APPOINTMENT OF TRUSTEE
Revised Code Sec. 2109.02

Now comes _____, resident(s) of **Lucas** County, Ohio, and hereby make(s) application to be appointed Trustee(s) of the:

☐ **Testamentary Trust** created by item _____ of the Last Will and Testament of _____, deceased, Estate Case No. _____;

☐ **Wrongful Death Trust** (for the benefit of) _____, as the result of the death of _____, Estate Case No. _____;

☐ **Special Needs Trust** created by _____ on _____;
Month, Day, Year
Enter the date as follows: Full Month Day, Full Year (ex. March 1, 2003)

☐ **Other Trust, more particularly**, _____ created by _____ on _____;
Month, Day, Year
Enter the date as follows: Full Month Day, Full Year (ex. March 1, 2003)

And states that the estimated property of said trust estate, is as follows:

Personal Property	*(Tangible and Intangible)*	$ **0.00**
Real Property		$ **0.00**
Annual Rentals		$ **0.00**
Other		$
	TOTAL	$ **0.00**

☐ Applicant states that decedent's Will requests that no bond be required, and therefore asks the Court to dispense with bond.

☐ Applicant offers the attached bond in the amount of $ _____.

_____
Attorney for Applicant

_____
Typed or Printed Name

_____
Address

_____

_____
Phone Number (include area code)
Attorney Registration No. _____

_____
Applicant

_____
Typed or Printed Name

_____
Address

_____

_____
Phone Number (include area code)

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

☐ **CONSERVATORSHIP OF**
☐ **GUARDIANSHIP OF**
☐ **ESTATE OF**
☐ **MISCELLANEOUS** **INCOMPETENT**
☐ **TRUST OF _____, DECEASED**

CASE NO. _____

RELEASE FOR RECORD CHECK ON PROPOSED FIDUCIARY

By my signature below, I hereby authorize the release of any and all records or information that your agency may have pertaining to me to the Probate Court of Lucas County, Ohio.

I further understand that my social security number, driver's license number and birthday listed on the attached sheet shall be used for conducting the record check and upon the conclusion of the record check that the attached sheet containing my social security number, driver license number and birth date shall be destroyed.

_____ _____
Date Signature of Fiduciary/Applicant

_____
Typed Name

CONCLUSION OF RECORD CHECK

_____ Records checked and found to be in order.

_____ Records checked and found not to be in order.

_____ Record Check Information Sheet destroyed.

_____ Record Check Information Sheet returned to attorney.

_____ _____
Date Deputy Clerk

I,_____, Attorney at law hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.

_____
Attorney Ohio Supreme Court Number

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE:

☐ **TESTAMENTARY TRUST** ☐ **WRONGFUL DEATH TRUST**

☐ **SPECIAL NEEDS TRUST** ☐ **OTHER** _____

OF _____, **DECEASED, GRANTOR**

CASE NO. _____

TRUSTEE'S ACCEPTANCE

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court having jurisdiction of the subject matter of the trust. As Trustee of this estate I will:

1) Make and file an inventory of the real and personal assets of the trust within three (3) months after appointment, or such time as extended by the Court;
2) Deposit funds, which come into my hands in a lawful depository, located within this state. The trust checking accounts **must provide canceled checks**, as these canceled checks must be displayed when filing accounts;
3) Keep trust funds in separate accounts at all times during the administration of the trust;
4) Invest all funds in a lawful manner;
5) Timely pay bond premium, if any;
6) Make and file a 1st account within one (1) year following my appointment or such time as ordered by the Court; File additional accounts on an annual basis or such time as ordered by the Court;
7) Timely file all tax documents as required by law;
8) Submit all filings with original signatures; In all matters with multiple fiduciaries, the signatures of all fiduciaries is required; Persons who are not an attorney may not sign on behalf of an attorney;
9) File a final account within thirty (30) days after the Trusteeship is terminated;
10) Obey all Orders of the Court; and,
11) Immediately notify the Lucas County Probate Court if I change my address.

I also acknowledge that I am subject to removal as trustee if I fail to perform my fiduciary duties.

I also acknowledge that I am subject to possible civil and criminal penalties for improper conversion of the property, which I hold as fiduciary.

NOTE: ORC § 2109.02 states that every fiduciary, before entering into the execution of a trust, shall receive letters of appointment from a Probate Court having jurisdiction of the subject matter of the trust.

The duties of a fiduciary shall be those required by law, and such additional duties as the Court orders. Letters of appointment shall not issue until a fiduciary has executed a written acceptance of those duties, acknowledging the possibility of removal for failure to perform those duties, and further being subject to possible penalties for conversion of property held as a fiduciary. The written acceptance of duties may be filed with the application for appointment.

Signed _____
Trustee

_____

_____ _____
Date

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE:

☐ **TESTAMENTARY TRUST** ☐ **WRONGFUL DEATH TRUST**

☐ **SPECIAL NEEDS TRUST** ☐ **OTHER** _____

OF _____, **DECEASED, GRANTOR**

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 fiduciary in decedent's trust 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 reasonable net value as stated below.

_____	_____
Date	Principal
_____	_____
Surety	Surety
by_____	by_____
Attorney in Fact	Attorney in Fact
_____	_____
Typed or Printed Name	Typed or Printed Name
_____	_____
Address	Address
_____	_____
Net value of real estate owned in this County	Net value of real estate owned in this County
$ _____	$ _____

I, _____, Attorney-at-law, hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE:

☐ **TESTAMENTARY TRUST** ☐ **WRONGFUL DEATH TRUST**

☐ **SPECIAL NEEDS TRUST** ☐ **OTHER** _____

OF _____, **DECEASED, GRANTOR**

CASE NO. _____

ENTRY APPOINTING TRUSTEE; LETTERS OF AUTHORITY

TO ALL TO WHOM THESE PRESENTS MAY COME:

Know ye, that the Court of Common Pleas, Probate Division of Lucas County, Ohio has appointed _____,Trustee of the:

☐ **Testamentary Trust** created by item _____ of the Last Will and Testament of _____, deceased, Estate Case No. _____;

☐ **Wrongful Death Trust** (for the benefit of) _____, as the result of the death of _____, Estate Case No. _____;

☐ **Special Needs Trust** created by _____ on _____;
Month, Day, Year
Enter the date as follows: Full Month Day, Full Year (ex. March 1, 2003)

☐ **Other Trust, more particularly**, _____ created by _____on _____;
Month, Day, Year
Enter the date as follows: Full Month Day, Full Year (ex. March 1, 2003)

Upon hearing the application, the above is appointed trustee of the above captioned Trust.

This appointment grants to the trustee all the power necessary to perform all the duties required by law.

[Check on of the following]

- ☐ Bond is dispensed with by the instrument creating said trust;
- ☐ Bond is dispensed with by law;
- ☐ Applicant has executed and filed an appropriate bond, which is approved by the Court.

Applicant is suitable and competent to execute the trust, and has accepted the duties of trustee.

The Court therefore appoints applicant as Trustee. This entry of appointment constitutes the Trustee's Letters of Authority.

_____ _____

Date Judge Jack R. Puffenberger

CERTIFICATE OF APPOINTMENT AND INCUMBENCY

The above document is a true copy of the original kept by me as custodian of the records of this Court. It constitutes the appointment and letters of authority of the named trustee, who is qualified and acting in such capacity.

JACK R. PUFFENBERGER
Probate Judge and Ex-Officio Clerk

By _____

Date _____

Print Form