

INTERNAL ACCOUNT CHECKLIST
Preliminary Audit

____ CONSERVATORSHIP OF:
 ____ GUARDIANSHIP OF:
 ____ ESTATE OF:
 ____ TRUST OF:

CASE NO.: _____

1. Costs Paid	
2. Signature of Fiduciary	
3. Bank Certificate	
4. Voucher/Receipts	
5. Securities Exhibited or Certification Presented	
6. Itemization of Assets Remaining	
7. Distribution In Kind	
8. Certificate of Transfer or Closing Statement	
9. Recapitulation	
10. Attorney Fees	
11. Fiduciary/Guardian Fee Computation	
12. Expenditure of Funds Per Court Order (GDN)	
13. Guardian's Report and Expert's Evaluation	
14. Sufficient Bond	
15. Affidavit/Certificate of Giving Notice	
16. Investments in Compliance O.R.C. 2109.37 – 2109.372 (60% / 40% Rule)	
17. Certificate of Service of Account to Heirs or Beneficiaries	
18. Motion/Order to Terminate	

FINAL AUDIT

19. Will Reviewed	
20. Claims Filed by Creditors with Court Resolved	
21. Inventory Signed	

** (Refer to Account Auditing Procedure for Detailed Outline of Procedures)

Preliminary Audit:

Filed By:

Deputy Clerk

Final Audit Date:

Deputy Clerk

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

ACCOUNT COVER SHEET

____ CONSERVATORSHIP OF:
____ GUARDIANSHIP OF:
____ ESTATE OF:
____ TRUST OF:

CASE NO.: _____

ATTENTION FILING CLERK:

____ **CLOSED AS TO FIDUCIARY. DO NOT CLOSE ESTATE**
____ **GUARDIANSHIP CLOSED AS TO THE ESTATE ONLY, GUARDIANSHIP TO**
REMAIN OPEN AS TO THE PERSON ONLY. DO NOT CLOSE.
____ **GUARDIANSHIP IS CLOSED, WARD EMANCIPATED, COMPETENT, OR**
DECEASED.

ATTENTION DATA ENTRY:

HEARING DATE

ACCOUNT STATUS:

____ **PARTIAL**
____ **FINAL**
____ **FINAL AS TO (SEE ABOVE)**

AUDITOR INITIALS

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

____ CONSERVATORSHIP OF:
____ GUARDIANSHIP OF:
____ ESTATE OF: _____ INCOMPETENT
____ TRUST OF: _____, DECEASED

CASE NO.: _____

ENTRY SETTING HEARING AND ORDERING NOTICE

The Court sets _____ at _____ o'clock ____ . M.
As the date and time for hearing above __ Inventory __ Account, and orders notice of the
Hearing to be given as provided by law and the Rules of Civil Procedure.

Date

Judge Jack R. Puffenberger