

Checklist

Estate Administration – Admission of Lost, Spoliated or Destroyed Will to Probate

Filing Fee

\$210 with Will – no real estate + \$2.00 for each certified Letter of Authority
\$218 with Will – with real estate + \$2.00 for each certified Letter of Authority
*There may be additional service fees that will be due at the time service is performed

If Surviving Spouse:

*Add \$11 if citation to elect is issued
*Add \$5 if waiver of citation to elect is filed

Requirements

The decedent must have been a resident of Greene County, Ohio at the time of death, or owned real estate in Greene County.

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Copy of the Last Will and Testament of decedent or document listing the contents of the will proposed for admission to probate and the original or copy of any prior Will that is known to the applicant
- Application to Probate Lost, Spoliated, or Destroyed Will (GC Form 59.4-A)
- Acknowledgment and Waiver of Notice of Application on Lost, Spoliated, or Destroyed Will (GC Form 59.4-B) *If applicable*
 - o If everyone on the 1.0 signs, no notices will need to be issued unless there is a prior Will provided which lists individuals that are not listed on the 1.0 (who may also acknowledge and waive notice of the application)
- OR
- Notice of Application to Admit Lost, Spoliated, or Destroyed Will to Probate (GC Form 59.4-C) *If applicable*
 - o Anyone listed on the 1.0 and anyone named in a prior Will provided which lists individuals that are not listed on the 1.0, who does not sign an Acknowledgment and Waiver of Notice of Application will need to be served
- Affidavit of Witness to Execution of Will (GC Form 59.4-D)
 - o Witnesses who have not executed Affidavits will need to be subpoenaed to appear at the hearing on the Admission of the Lost, Spoliated or Destroyed Will to Probate.
 - o Praecipe for Subpoena (GC Form 106.2-A)
 - o Subpoena (GC Form 106.2-B)
 - If the Court is to serve the Subpoenas, then each Subpoena must be fully prepared and properly addressed to the persons listed. If the Subpoenas are served directly by the Attorney, a copy of each Subpoena must be filed with a copy of the return 5 business days prior to the hearing to evidence proper service.
- Judgment Entry Setting Hearing (GC Form 59.4-E)
- Entry Admitting Lost, Spoliated, or Destroyed Will (GC Form 59.4-F)

***Paperwork to open a full administration must also be submitted at the time of filing. For the checklist on Full Administration, please refer to the checklist for **Initial Filing – Full Administration With Will**. ***

Prior to hearing

- Affidavit Evidencing Service of Notice of Application to Admit Lost, Spoliated, or Destroyed Will (GC Form 59.4-G)

OR

- Certified mail receipts (green cards)