

PROBATE COURT OF LUCAS COUNTY, OHIO

JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF _____ CASE NUMBER _____

GUARDIAN'S ESTATE

ATTORNEY/GUARDIAN CHECKLIST

In order for the Court to approve the above-referenced account, the Guardian and attorney (if any) must certify that the following information has been provided and any additional requirements noted on the checklist have been addressed.:

- The account and all relevant forms are signed by the Guardian and attorney (if any)
- Guardian Report, Plan and Statement of Expert Evaluation (if needed) have been filed
- Any required vouchers or receipts have been presented and totaled
- All checks written have been cashed or cancelled (bank encoded)
- Bank or other financial institution certification is attached
- All assets remaining in the Guardian's hands have been itemized
- Ending balance from previous accounts or inventory agree with beginning balance in present account

Recapitulation figures are completed and receipts and disbursements totals match the assets remaining (if any)

Attorney fee application, contract, or computation has been submitted and /or approved

- Guardian fee application/ computation has been approved
- Certificate of Service of Account to Next of Kin or waivers filed

Verification provided that bond has been filed and if applicable renewed in the amount of two times the value of the personal property

- If real estate was sold, a complete copy of the settlement /escrow statement is attached to account
- Affidavit Concerning Investments (if needed) is filed with the account

If you are filing a Final Account:

- Court costs have been paid in full

Any missing forms or documentation are listed below:

Submit any missing documents to accounts@lucasprobate.org.

Voucher (supporting documentation) provided to the Court —

As of June 2023, **THE ACCOUNTS DEPARTMENT WILL NO LONGER PLACE VOUCHERS IN THE ATTORNEY PICK-UP BOXES AFTER COMPLETION OF THE AUDIT.** The Court prefers that all vouchers for the account be emailed to accounts@lucasprobate.org.

If physical vouchers are provided with an account, please check one of the following boxes:

- A Self-Addressed Stamped Envelope is provided to mail all vouchers after the account has been audited.
- All physical vouchers provided to the Court can be destroyed after the account has been audited.

***Please note, if a box is not checked and a self-addressed stamped envelope is not provided to the court at the time of filing; THE COURT WILL DESTROY ALL PHYSICAL VOUCHERS PROVIDED AFTER THE ACCOUNT AUDIT.**

I hereby certify that I have provided all of the documentations, approvals, forms and required court cost payments unless specifically noted above.

Attorney

Guardian

Email address

Email address

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

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

GUARDIAN'S ACCOUNT

_____ ACCOUNT

FROM _____ TO _____

20 _____

(Balance from previous account)

Voucher
No.

\$



CASE NO. _____

RECAPITULATION

Total Receipts _____	\$ _____
Total Disbursements _____	\$ _____
Balance Remaining _____	\$ _____

ITEMIZED STATEMENT OF ALL FUNDS, ASSETS AND INVESTMENTS

ITEM _____

Attorney

Attorney Registration No. _____

Guardian

Typed or Printed Name

Address of Guardian

ENTRY SETTING HEARING



The Court set _____ at _____ o'clock _____ M., as the date and time for hearing the above account.

Date

Judge Jack R. Puffenberger

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

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

BANK CERTIFICATE

N.B. Must be executed when funds are on deposit.

I HEREBY CERTIFY that the within named fiduciary, on the date named below, had on deposit in

The _____ of _____, Ohio

The sum of \$ _____ on _____ to the credit of
Nature of Deposit

_____.

Bank _____

Dated _____, 20 ____

By _____ Cashier

Fiduciary

BANK CERTIFICATE

N.B. Must be executed when funds are on deposit.

I HEREBY CERTIFY that the within named fiduciary, on the date named below, had on deposit in

The _____ of _____, Ohio

The sum of \$ _____ on _____ to the credit of
Nature of Deposit

_____.

Bank _____

Dated _____, 20 ____

By _____ Cashier

Fiduciary

Attach to Guardian Account form 15.8

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 GUARDIANSHIP OF _____
CASE NO. _____

AFFIDAVIT

Now comes _____, **Guardian**, being first duly sworn according to law, deposes and states that the investments of this _____ are in compliance with **Ohio Revised Code sections 2109.37 – 2109.372.**

As **Guardian**, I certify that unless otherwise provided by law or in the instrument creating the trust, at least 40% of the funds of this _____ are invested in those instruments under the **Ohio Revised Code sections 2109.37 (a)(1)–(17).**

FURTHER AFFIANT SAYETH NAUGHT

Sworn to before me and subscribed in my presence this ____ day of _____, 20__.

Notary Public, State of Ohio



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

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

**ORDERS ON APPROVAL AND SETTLEMENT
OF ACCOUNT CURRENT**

_____ 20_____

_____ Account

This day the _____ account of

_____ of the _____

of _____ came on for hearing, approval, and settlement, due notice thereof having been published, given or waived and all persons who are interested in said account being fairly and adequately represented, according to law.

Whereupon, the Court, having inquired into, considered and determined all matters relative to said account, and the manner in which the fiduciary therein has executed _____ trust, _____, finds said account, in all respects, just and correct and in conformity to law, and it is ordered that the same be, hereby approved and settled.

It is further ordered that said account and the proceedings herein be recorded in the records of this Court.

Judge Jack R. Puffenberger



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

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

ORDERS ON APPROVAL AND SETTLEMENT
FINAL AND DISTRIBUTIVE ACCOUNT

_____ 20_____

_____ Account

This day the _____ account of

_____ of the estate of _____ came on for hearing, approval, and settlement, due notice thereof having been published, given or waived and all persons who are interested in said account being fairly and adequately represented, according to law.

Whereupon, the Court, having inquired into, considered and determined all matters relative to said account, and the manner in which the fiduciary therein has executed _____ trust, _____, finds said account, in all respects, just and correct and in conformity to law.

The Court further finds that the said fiduciary has fully and lawfully administered the estate and has distributed the assets thereof in accordance with the law or instrument governing distribution as shown in said account.

It is therefore ordered that said account be, and hereby is, approved and settled, and that the fiduciary herein be discharged.

It is further ordered that the said account and the proceedings herein be recorded in the records of this Court.

Judge Jack R. Puffenberger

