

**CHECKLIST OF DOCUMENTS TO INITIATE A
SUMMARY RELEASE FROM ADMINISTRATION - ESTATE**

These instructions are being provided as a public service of the Huron County Probate Court, and are intended as a guideline only, not as a comprehensive list of duties. The documents that you file must be typewritten and completed in their entirety.

___ **Filing Fee of \$115.00**

- This is an initial deposit. Additional costs may be required as the matter progresses. This fee may be paid in cash, check payable to the Huron County Probate Court, money order payable to the Huron County Probate Court, or credit/debit card (there is a fee of \$2.00 or 3% to use a credit/debit card)

___ **Original Last Will and Testament of Decedent** *(If applicable)*

- The Last Will and Testament of the decedent is filed as an Exhibit Only. It is NOT probated.

___ **Form 1.0 – Surviving Spouse, Next of Kin, Children, Legatees and Devisees**
(RC 2105.06, RC 2106.13, and RC 2107.19)

- On front of form, list all next of kin (those persons who are or would be entitled to inherit if decedent had died without leaving a Will), on back (page 2) of form, list all persons named in Will who will inherit (if decedent left a Will)
- Specify complete addresses of all listed
- Specify Date of Birth for all Minors.

___ **Form 5.10 – Application for Summary Release from Administration** (RC 2113.031)

- The paid receipt or copy of the executed funeral bill contract must be attached to the Application for Summary Release
- Complete both sides of this form in its entirety and HAVE YOUR SIGNATURE NOTARIZED prior to filing with the Court
- If you are listing motor vehicles on this application be sure to include the full year, make, model, body type, manufacturer's vehicle identification number and Certificate of Title number as the title office requires this information in order to transfer the vehicle
- If you are listing real estate on this Application be sure to include the Application for Certificate of Transfer (SPF 12.0), Certificate of Transfer (SPF12.1), Copy of Appraisal Card or Appraisal, and an additional \$7.00

___ **Form 5.11 - Entry Granting Summary Release from Administration** (RC 2113.031)

IF YOU CHOOSE TO REPRESENT YOURSELF AND USE THE COURT'S FORMS, PLEASE BE ADVISED THAT STATE LAW PROHIBITS EMPLOYEES OF HURON COUNTY PROBATE COURT FROM PROVIDING YOU WITH LEGAL ADVICE OR ASSISTING YOU IN THE SELECTION OR PREPARATION OF LEGAL FORMS. IF YOU NEED ADDITIONAL ASSISTANCE, YOU WILL NEED TO CONTACT AN ATTORNEY OF YOUR CHOOSING.