

**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 \_\_\_\_\_

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**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

**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 \_\_\_\_\_ 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;

**Other Trust, more particularly,** \_\_\_\_\_ created by \_\_\_\_\_ on \_\_\_\_\_  
Month, Day, Year;

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

<b>Personal Property</b> <i>(Tangible and Intangible)</i>	\$ _____
<b>Real Property</b>	\$ _____
<b>Annual Rentals</b>	\$ _____
<b>Other</b>	\$ _____
<b>TOTAL</b>	\$ _____

- 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 1<sup>st</sup> 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 \_\_\_\_\_  
Attorney in Fact

by \_\_\_\_\_  
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:**

- |                                                     |                                                      |
|-----------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> <b>TESTAMENTARY TRUST</b>  | <input type="checkbox"/> <b>WRONGFUL DEATH TRUST</b> |
| <input type="checkbox"/> <b>SPECIAL NEEDS TRUST</b> | <input type="checkbox"/> <b>OTHER</b> _____          |

**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;

**Other Trust, more particularly,** \_\_\_\_\_ created by \_\_\_\_\_ on \_\_\_\_\_  
Month, Day, Year;

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 \_\_\_\_\_