

PROBATE COURT OF FRANKLIN COUNTY, OHIO
JEFFREY D. MACKEY, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

RELEASE FROM ADMINISTRATION INFORMATION

Please review the packet of documents you have received from the clerk. The clerk is not an attorney and cannot answer questions about the transfer of your property. The packet includes forms that are commonly used to handle most small estates. The estate with which you are involved may not need all of these forms. If you have questions as to what forms are to be used, whether there are other ways to handle the transfer of assets or whether a full administration is required, you should consult with your attorney.

It is also your responsibility to determine the extent and amount of the assets of the estate including real estate and personal property. The size of the estate is not the only factor in determining whether the estate may be relieved from administration. Certain complications, such as the need to sell real estate, may require a full administration. If you have any questions concerning how to transfer assets, you should consult with your attorney.

The papers you file must be typed or written in ink and must be legible. Illegible documents will be refused for filing. The names and addresses of the decedent's next of kin, the beneficiaries and the creditors must be complete. Complete descriptions of all assets must be provided. If the decedent had a will, the original will must be presented when you file your papers. If you have any questions as to the completion of the paperwork, you should consult with your attorney.