

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

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**ENTRY APPOINTING COMISSIONER**  
**(Safe Deposit Box Only)**

The court hereby appoints \_\_\_\_\_ as commissioner to open the safe deposit box of the  decedent  ward named above.

The commissioner shall open the safe deposit box in the presence of an employee of the financial institution where the safe deposit box is located, and, if this is a guardianship, in the presence of the guardian.

The commissioner shall prepare a report on the contents of the safe deposit box. The report shall be dated and signed by the commissioner and by the person(s) present at the opening of the safe deposit box.

The commissioner shall remove any wills and/or codicils from the safe deposit box and bring them to the probate court. If this is the will of a decedent, a new case number should be opened to file the will and any other estate documents.

No other property shall be released from the safe deposit box until either:

- The court issues a specific order releasing the contents of the safe deposit box;
- If this is a guardianship case, a non-limited guardian of the estate is appointed and requests the property; or
- If this is an estate case, a non-limited estate fiduciary requests the property.

The commissioner shall file their report and bring any wills/codicils to the court by \_\_\_\_\_.

Signature Page Attached  
\_\_\_\_\_  
Jeffrey D. Mackey, Probate Judge