

CHECKLIST

REOPENING AN ESTATE IN ORDER TO ADMINISTER NEWLY DISCOVERED ASSETS IN A FULL ADMINISTRATION/ UNCLAIMED FUNDS

(Disclaimer: This checklist is intended as a guideline only and is subject to modification by the Court at any time)

INFORMATION ON REOPENING AN ESTATE:

Before reopening an estate, be sure that the estate is actually closed by searching your case online www.lakecountyoohio.gov/probate/co/record-search. Most full administration estates in this Court do not close immediately upon approval of a final account. It is a general practice in this Court that estates remain open one year from the date of approval of a final account.

If your case is **not closed**, reopening paperwork is not necessary (See Page 2).

**Note: All paperwork should be typed, single sided, and please do not staple originals.
All documents being filed must have original signature.**

IF REOPENING WITH THE SAME FIDUCIARY AS THE INITIAL ESTATE

MANDATORY DEPOSIT DUE AT TIME OF FILING: \$60.00

INITIAL FILING: All forms listed must be presented to the Court together or the proceeding will not be initiated

- ☐ Motion to Reopen Estate and Entry (LCPC Form 6.14)
- ☐ Report of Newly Discovered Assets and Order to Administer (LCPC Form 6.15)
- ☐ Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked

LATER FILINGS

- ☐ Report of Distribution (LCPC Form 5.9)
 - A Report of Distribution with receipts will be due 30 days from the date of reopening

IF REOPENING WITH THE A NEW FIDUCIARY

MANDATORY DEPOSIT DUE AT TIME OF FILING: \$75.00

INITIAL FILING: All forms listed must be presented to the Court together or the proceeding will not be initiated

- ☐ Motion to Reopen Estate and Entry (LCPC Form 6.14)
- ☐ Application for Authority to Administer Estate (Form 4.0)
- ☐ Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- ☐ Waiver of Right to Administer (Form 4.3) *If applicable*
- ☐ Instructions for Services *If applicable*
- ☐ Report of Newly Discovered Assets (LCPC Form 6.15)

LATER FILINGS

- ☐ Report of Distribution (LCPC Form 5.9)
 - A Report of Distribution with receipts will be due 30 days from the date of reopening

IF ASSET IS ONLY UNCLAIMED FUNDS:

MANDATORY DEPOSIT DUE AT TIME OF FILING: \$7.00

INITIAL FILING: All forms listed must be presented to the Court together or the proceeding will not be initiated

- ☐ Application to Distribute Unclaimed Funds (LCPC Form 6.13)
- ☐ Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked

LATER FILINGS

- ☐ Report of Distribution (LCPC Form 5.9)
 - A Report of Distribution (if more than one heir) with receipts will be due 90 days from the date of entry

NEWLY DISCOVERED ASSETS AFTER APPROVAL OF FINAL ACCOUNT

PRIOR TO THE ESTATE BEING CLOSED: \$37.00

- ☐ Report of Newly Discovered Assets and Order to Administer (LCPC Form 6.15)
- ☐ Account (Form 13.0, 13.1, 13.9): Supplemental
 - Due 30 days after filing Report of Newly Discovered Assets

PRIOR TO THE ESTATE BEING CLOSED WITH A NEW FIDUCIARY APPOINTED: \$100.00

- ☐ Application for Authority to Administer Estate (Form 4.0)
- ☐ Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- ☐ Waiver of Right to Administer (Form 4.3) *If applicable*
- ☐ Instructions for Services, *If applicable*
- ☐ Fiduciary's Bond (Form 4.2) *If applicable*
- ☐ Report of Newly Discovered Assets and Order to Administer (LCPC Form 6.15)
- ☐ Account (Form 13.0, 13.1, 13.9): Supplemental
 - Due 30 days after appointment of new Fiduciary

Court of Common Pleas
Division of Probate
Judge Mark J. Bartolotta



Lake County Courthouse, West Annex
25 North Park Place
Painesville, Ohio 44077
Mailing Address: P.O Box 490
Painesville, Ohio 44077
440-350-2626
www.lakecountyohio.gov/probatelco

**PROBATE COURT OF LAKE COUNTY, OHIO
JUDGE MARK J. BARTOLOTTA**

ESTATE OF _____, Deceased
CASE NO. _____

MOTION TO REOPEN ESTATE

Now comes applicant and requests the Court to reopen the estate for the purpose of reporting newly discovered assets and to dispense with appraisal.

Applicant further requests that the Court order the asset distributed pursuant to the
Will Statute of Descent and Distribution.

ATTORNEY'S SIGNATURE

APPLICANT'S SIGNATURE

ATTORNEY'S PRINTED NAME

APPLICANT'S PRINTED NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

TELEPHONE

TELEPHONE

ATTORNEY REGISTRATION NO.

JUDGMENT ENTRY

The Court orders the estate reopened, approves the application, dispenses with the appraisal and orders the asset to be distributed pursuant to the application. The estate will be closed upon the filing and approval of a report of distribution and/or the filing of the tax return which is due in 30 days.

JUDGE MARK J BARTOLOTTA

**PROBATE COURT OF LAKE COUNTY, OHIO
JUDGE MARK J. BARTOLOTTA**

ESTATE OF: _____, **DECEASED**

CASE NO: _____

REPORT OF NEWLY DISCOVERED ASSETS AND JUDGMENT ENTRY
(R.C.2113.69)

The Fiduciary says that newly discovered assets that have come into the fiduciary's hands after the filing of the original inventory and Appraisal on _____ 20____, are as follows:

DESCRIPTION OF ASSETS

ESTIMATED VALUE

Fiduciary's Signature

Fiduciary's Typed or Printed Name

Street Address

City State Zip

Phone Number (including Area code)

JUDGMENT ENTRY

This day came the fiduciary of the above captioned estate and made and filed the fiduciary's report of newly discovered assets which have come into the fiduciary's hands since the filing of the original Inventory in said estate. And it appearing to the Court that said report is in all respects correct, it is ordered that the fiduciary administer, account for and distribute such assets in like manner as if received prior to the filing of the original Inventory without being required to make and inventory or appraisal of the same.

Approved:

Attorney for Fiduciary

Judge Mark J. Bartolotta

ESTATE OF _____, DECEASED
CASE NO. _____

[Use with those applications or filings requiring some or all of the information in this form, for notice or other purposes. Update as required.]

[illegible]

- ☐ The surviving spouse is the natural or adoptive parent of all of decedent's children.
- ☐ The surviving spouse is the natural or adoptive parent of at least one, but not all, of decedent's children.
- ☐ The surviving spouse is not the natural or adoptive parent of any of decedent's children.
- ☐ There are minor children of the decedent who are not the children of the surviving spouse.
- ☐ There are minor children of the decedent and no surviving spouse.

Applicant/Attorney (or give other title)