

## 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/probatelco/record-search](http://www.lakecountyoohio.gov/probatelco/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
- ☐ Bond (*if applicable*)

#### 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)
- ☐ Bond (*if applicable*) or Application to Waive Bond with all heirs consents (LCPC Form 4.1)

#### 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

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



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