

**GEAUGA COUNTY PROBATE COURT  
JUDGE TIMOTHY J. GRENDALL**

**CHECKLIST - SAFE DEPOSIT BOX**

These instructions are provided as a public service of the Geauga County Probate Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten, legible, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents.

**Filing Requirements**

- 1. Form 1.0 Surviving Spouse, Children, Next of Kin, Legatees and Devisees**
- 2. GC PF 41.0 - Application for Appointment of Commissioner to Report on the Contents of a Safe Deposit Box**
- 3. Copy of Death Certificate** - (1) must redact the social security number and (2) must be shrunk to letter-size.
- 4. GC PF 41.1 - Judgment Entry-Appointing Commissioner To Inventory Safe Deposit Box**
- 5. Court Cost Deposit** - arrange for payment of court cost deposit. See the "Probate Court Costs" on the Court's website.
- 6. Identification** - [if applicant is not represented by an attorney - see Geauga Probate Local Rule 78.10] (1) a government-issued photographic identification (e.g. a current driver's license or passport), and (2) evidence of current mailing address (e.g. recent utility bill, bank statement account, property tax bill, voter registration card).