

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

CHECKLIST - ACCOUNTING

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. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court's Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-279-1834. If you decide to proceed without assistance from your attorney or from the Court's Help Center, then you should read the following Probate Information Sheet and Geauga Probate Local Rules before taking any action:

- Full Administration
- See generally Geauga Probate Local Rules 64.1 and 64.2

Filing Requirements

1. **Form 13.0 Fiduciary's Account**
2. **Form 13.1 Receipts and Disbursements**
3. **Form 13.2 Assets Remaining in Fiduciary's Hands**
4. **Form 13.9 Certificate of Service of Account to Heirs and Beneficiaries**
5. **Form GC PF 13.11 – "Computation of Executor Fee," if need.**

Additional Notes

- Notice of Hearing on Account - see Geauga Local Rule 64.2(l). The Court will set the account for hearing and require the Fiduciary serve a notice of hearing on account unless the Interested Persons sign a waiver.
- Waiver of Notice of Hearing on Account. To the extent possible, the Fiduciary should have Interested Persons sign "Form 13.7 Waiver of Notice of Hearing on Account," and file that form with the Court no later than five Calendar Days before the Hearing Date.
 - Notice of Hearing on Account. To the extent that Interested Persons do not sign "Form 13.7 Waiver of Notice of Hearing on Account," then the Fiduciary must notify those Interested Persons by using "Form 13.5 Notice of Hearing on Account" and provide the Court with Proof of Service as required by Geauga Local Rule 78.13.
- Computation of Fiduciary Fee. If a fee was paid to the Fiduciary during the accounting period, then prepare and file with the Court "Form GC PF 13.11 - Computation of Executor Fee" – see

Geauga Probate Local Rule 72.1(A), and see Geauga Probate Local Rule 72.1(B) if additional compensation is to be paid.

- Documents - see Geauga Local Rule 64.1(C)(5) for a listing of required documentation when filing an Account (e.g. paid funeral bill, closing statement when real property sold, copy of newly issued certificate of title for transferred vehicles, etc.).
- Status Report. Except for an estate for limited purpose, all Fiduciaries of a decedent's estate shall file a status report with the Court simultaneously with filing each partial account or waiver of partial account, using GC Form "GC PF 13.12 - Status Report."