

OTTAWA COUNTY PROBATE COURT
REQUIREMENTS FOR APPLICATION FOR SUMMARY RELEASE FROM
ADMINISTRATION

Attached are the forms needed for an Application for Summary Release from Administration. Please read through the forms, complete, sign (signature needs notarized) and file all necessary paperwork with the Application and filing fee.

The Ottawa County Probate Court will also need the following:

- Certified** Death Certificate (Original Death Certificate needs to be provided to the Court. It will be returned to you.)

- Copy of funeral bill/burial expenses or other document that confirms the **applicant's** payment or obligation to pay decedent's funeral/burial expenses

- Must show how you obtain the value of the assets listed (i.e. Kelley blue book value, bank statement, etc.)

- Deposit of \$29.00 when filing

The Application for Summary Release from Administration (form 5.10) and the Surviving Spouse, Children, Next of Kin, Legatees and Devisees (form 1.0) are also fillable forms on the Ohio Supreme Court website and the Ottawa County Probate Court website:

<https://www.supremecourt.ohio.gov/forms/all-forms/probate/5>

<http://ottawacountyprobatecourt.com/> (The New Case Information Statement is under Ottawa County Specific Forms)