

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, PRESIDING JUDGE
LAURA J. GALLAGHER, JUDGE

GUIDELINES TO E-FILE
APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION

(SUMMARY RELEASE OF ASSETS)

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**NEW CASE GUIDELINES – E-FILE
APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION
(R.C. 2113.031)**

Documents Required with Your E-Filing

All Forms MUST be typed and completed including proper signatures.

- Application for Summary Release from Administration ([Form 5.10](#))
- Proposed Order - Entry Relieving Estate from Administration ([Form 5.11](#))
 - Complete *Form 5.11* with the Applicant's name typed into the field provided and by checking one or both checkboxes as applicable to your case. Leave the Judge signature line and date line blank at the bottom of the page.
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees ([Form 1.0](#))
 - Complete the front side with the names, addresses, and relationships to the decedent of all persons who would have been entitled to inherit from the decedent under R.C. Chapter 2105.06.
 - Complete the reverse side with the names and addresses of all beneficiaries named in the decedent's Will, if there is a Will. If the Decedent did not have a will, mark "N/A" on the reverse side of *Form 1.0* and sign and date the bottom of the form.
- Copy of Decedent's Death Certificate
- Paid in Full Funeral Bill/Cemetery Receipt – Attached document must be a receipt, contract or other document that confirms the applicant's payment or obligation to pay decedent's funeral and burial expenses, or if the applicant is the surviving spouse, the prepayment receipt, if applicable.
- Proof of Assets – Documents proving ownership and value of assets owned by the decedent:
 - E.g., Bank statements showing the account numbers and date of death balances
 - Title and vehicle identification (VIN) with printed value from KBB/Edmunds or similar
 - Any other documents that identify ownership and support the value of the asset
 - Copy of deed(s) for Ohio property to be transferred and auditor's printed valuation

Additional Documents Required with the Application, if applicable

- Application to Probate Will ([Form 2.0](#)), completed and signed. See page 7.
- Application for Certificate of Transfer ([Form 12.0](#)), completed and signed.
- Proposed Order – Certificate of Transfer ([Form 12.1](#) uploaded behind *Form 5.11* in the same PDF as applicable)
 - Include complete legal description, prior instrument number, and parcel number

When Can a Summary Release of Assets be Used and Who Can File?

If there is no prior administration, a summary release from administration may be filed as per R.C. 2113.031 and the following:

Option 1 – The applicant is the decedent’s surviving spouse, and...

- The spouse qualifies for the full \$40,000 support allowance (i.e. there are no minor children of the decedent who are not also children of the spouse).
- The funeral and burial expenses have been prepaid by the decedent, or the surviving spouse has paid them, or the spouse has a written obligation to pay them.
- The total value of the assets is no more than: \$40,000 for the support allowance, **plus** an additional allowance up to \$5,000 for funeral and burial expenses the spouse paid.

Option 2 – The applicant, who is not the surviving spouse...

- Has paid the funeral and burial expenses or has a written obligation to pay them, **and...**
- The assets are equal to or less than \$5,000 and cannot be more than what the applicant is contracted to pay or has already paid for funeral and burial expenses.

Option 2 Examples of the “lesser rule” when the applicant is not the surviving spouse

Example 1: If the assets are \$3,200, and the funeral expenses are \$4,900, then the \$3,200 asset can be distributed by summary release because it is less than the funeral total AND less than the \$5,000 application limit. ✓

Example 2: If the assets are \$4,900, and the funeral expenses are \$7,500, then the \$4,900 can be distributed by summary release because it is less than the funeral total AND less than the \$5,000 application limit. ✓

Example 3: If the assets are \$4,900, and the funeral expenses are \$3,200, then the asset limit is \$3,200 and **a summary release cannot be used** for distribution. ✗

Example 4: If the assets are \$7,500, and the funeral expenses are \$10,000, then the asset limit is \$5,000 and **a summary release cannot be used** for distribution. ✗

General Guidelines

Summary Release of Assets For Testate Estates (with Last Will and Testament)

Applicants who possess a decedent's original Last Will MUST file to probate the Will BEFORE any assets will be distributed by summary relief from administration.

Follow the steps to submit the original Will to Probate Court outlined on page 8.

Wills may also be presented in person at the Clerk's Office, Rm. 119 at Court.

E-Filed Applications to Probate Will (Form 2.0) will be set for hearing fourteen (14) calendar days from the date the Application is accepted. The original Will must be received by the fourteenth day or the Application to Probate Will and Application for Summary Release from Administration may be dismissed without refund of costs.

Only AFTER the original Will is received, and admitted, will the Court proceed to review Applications for Summary Release (Forms 5.10, 1.0, 5.11) and issue an Order of relief.

What if there is no Will?

If no Will is presented to the Court for admission, and no Will is found among the Court's records of Wills deposited for safekeeping, then the Application for Summary Release from Administration may be filed intestate. All relevant checkboxes must be completed on the forms attesting there is no Will.

Summary Release of Assets For Intestate Estates (no Last Will and Testament)

Applicants E-Filing forms for Summary Release from Administration without a Will (intestate) may be required to attend hearings or submit additional documents to the Court.

The Probate Court will index its database of Wills on Deposit for all new filings. When a Will on deposit is found to match with a decedent, the applicant will be notified and may file an Application to Probate Will (Form 2.0) and amend or withdraw their Application for Summary Release from Administration to allow distribution of assets according to the Will and Ohio law.

Searching Court Records for Wills on Deposit

Search on the Web – Before filing estate proceedings at Court, parties should search the Probate Court’s online records to find possible Wills deposited by the decedent for safekeeping with the Court.

Anyone can search the Court’s Will Safe records using the “Docket and Index” search fields on the Court’s web pages and narrowing search results by the decedent’s name and date-of-death.

Please note that Wills may have been deposited under surnames, alias names, abbreviated names and alternate spellings. Additionally, check names before marriages and after divorces and adoptions and name-change proceedings.

Clerk Search – Probate Court staff will also index its database of Wills on Deposit for all new filings, prior to any order. When a later-dated Will on deposit is found to match with a decedent, the Court will notify the applicant of the following additional proceedings:

- If the applicant intends to continue to pursue the admission of a latest-dated Will located at the Court, they may be required to file an amended Application to Probate Will (Form 2.0) for the latest-dated Will, including an updated Form 1.0 as details of the Will require.
- Court staff are NOT permitted to disclose the detailed contents of any Will on deposit.
- Wills deposited with the Court for safekeeping are private records until the Will has been reviewed by a magistrate or judge and admitted as the Will of record.
- In the interest of matching decedents to possible Wills on record, staff may ask inquiring parties to verify family names or other names of parties who are *likely* to have appeared in the decedent’s Will. Staff will use these cross-references to match or exclude the documents at Court from proceedings.

The Court may require additional waivers, hearings, and notice of hearing to interested parties for Wills presented for probate and Applications for Summary Release from Administration.

Submitting an Original Last Will and Testament by Mail

Step 1 – Prepare a Notice of Presentation of Will

Include an ink-signed [Notice of Presentation of Will \(Form 2.0P\)](#) listing the existing Probate Court Estate case number, the date the Application to Probate Will (Form 2.0) was filed, and the Decedent's and sender's names.

The notice also requires information indicating the date the Will was signed by the testator, and the number of pages of the Will (and any Codicils).

DO NOT STAPLE THE NOTICE OR MARK THE WILL IN ANY WAY

Step 2 – Mail the Will by US Certified Mail (or by a commercial mail carrier)

Send the Will by US Certified Mail (or by a commercial mail carrier that requires signature) within fourteen (14) calendar days from the date of your E-Filed receipt of your accepted Application to Probate Will.

Mail to: Cuyahoga County Probate Court Clerk's Office, Room 119
1 Lakeside Avenue West, Cleveland, Ohio 44113

The Original Will remains the property of the Probate Court after it is admitted.
Copies may be purchased by calling 216.443.8792

The Court may require you to present a copy of the Will at any time while the case is active.

Note: If an Estate case number is issued, original Wills of E-Filed cases may also be brought in person to the Clerk's Office, Room 119 with a completed Notice of Presentation of Will (Form 2.0P).

DO

- Keep a copy of the Will for your records
- Complete the Notice of Presentation form
- Sign the Notice form in ink

DO NOT

- Send Wills without the [Notice of Presentation of Will](#) form
- E-File Copies of Wills
- Send Wills using Regular U. S. Mail

Document Preparation and Signatures

Forms downloaded from the Court's web pages are fillable PDFs and **MUST be typed** complete with signatures. Handwritten forms will not be accepted.

Signatures on Applications and pleadings may be submitted in the following ways:

- 1) As an ink signature, the signed document then converted to a scanned PDF copy, or
- 2) As an **E-Signature**, formatted by typing **/S/** in front of the typed name on signature lines, or
- 3) As an electronically signed or captured signature using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Note: The audit track is not required with submission for forms or pleadings but must be presented if requested by a hearing officer reviewing the document.

Exception: Waivers may NOT be submitted using the E-Signature format (e.g. /S/John Doe).

Preparation and Submission of Waivers

Signed waivers for Estate pleadings may be submitted to E-File using the following methods:

- 1) As scanned PDF copies with original ink signatures, or
- 2) As electronically signed PDF copies, using signature capture software which includes audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Attach to each electronically signed waiver its audit track in the same PDF file, behind the waiver form.

Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

Notification of Filing Status

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**. If the filing is **Rejected**, you will receive notification of the reason for rejection by email.

Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

Filings with Payment and Refunds

Filing parties are encouraged to consult with a probate attorney prior to filing and making payment for filings at Court. Parties who file at Probate Court without legal representation understand that completed forms accepted with payment may not be the correct legal proceeding for their circumstances, and, in fact, may result in legal decisions that are contrary to their expected result or that impact them negatively.

There is no refund for incorrect filings.

Funds deposited on cases and not already spent on case proceedings will be issued as a refund.

Surviving Spouse, Children, Next of Kin, Legatees, Devisees

Complete the front side of [Form 1.0](#) with the names, addresses, and relationships to the decedent of all persons who would have been entitled to inherit from the decedent under R.C. Chapter 2105.06.

Complete the reverse side of Form 1.0 with the names and addresses of all beneficiaries named in the decedent's Will, if there is a Will. **If the Decedent did not have a will, mark "N/A" on the reverse side of Form 1.0 and sign and date the bottom of the form.**

Pursuant to Local Rule 57, the E-File Department may reject any filing deemed 'incomplete' including estate pleadings with Form 1.0 that also require an *Affidavit in Support of Publication*.

New Application for Summary Release from Administration Setup

Testate – with Will

Probate cases very often are complex. If you are uncertain if a Summary Release is the appropriate legal procedure for your circumstances, you should make an appointment with the [Probate Court Resource Center](#) or an attorney of your own choosing before you file. The information in this guide notes common examples and may not be sufficient for your individual circumstances.

1. AFTER LOGIN

Select **File a New Case** from the blue E-Filing tab

NEW CASE FILING: Select ESTATE

TYPE OF FILING: Select SUMMARY RELEASE WITH WILL

CASE TITLE: Type the full name of the Decedent.

[Click **Save and Proceed** to advance each screen]

2. ADD CASE PARTIES

Party Role information must match the information on the *Application*.

Enter all names complete without abbreviations or initials.

Enter any Alias Names (AKAs) in the alias fields provided.

The following roles are required for *Estates*.

Case Party Role on Web	Application Fields (Form 5.0)
<i>Applicant</i>	<i>Applicant</i>
<i>Decedent, include all known alias names</i>	<i>Decedent, include all known alias names</i>

3. ADD DOCUMENTS

Fill-in forms MUST be typed, complete, and signed.

Mail the original Will to the Court per Instructions on page 7. Keep a copy for your records.

Required Forms	Document Upload Codes
Application for Summary Release from Administration (Form 5.10)	APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION
Proposed Order - Entry Granting Summary Release from Administration (Form 5.11)	PROPOSED ORDER

Continued on Next Page

ADD DOCUMENTS: Continued:

Fill-in forms MUST be typed, complete, and signed.

Additional Required Forms	Document Upload Codes
<p>Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)</p> <p>Complete names and addresses and relationship to decedent.</p>	<p>SURVIVING SPOUSE, CHILDREN, NEXT OF KIN, LEGATEES AND DEVISEES (FORM 1.0)</p>
<p>Application to Probate Will (Form 2.0) (Do not attach Will to PDF)</p>	<p>APPLICATION TO PROBATE WILL</p>
<p>Copy of Decedent's Death Certificate</p>	<p>DEATH CERTIFICATE</p>
<p>Paid in Full Funeral Bill and Cemetery Expenses Receipt identifying Applicant paid, or Decedent pre-paid, or</p> <p>Written contract between Funeral Home/Cemetery and Applicant showing Applicant's obligation to pay bill</p>	<p>PROOF OF FUNERAL / CEMETERY /CREMATION SERVICES EXPENSES</p>
<p>Proof of Assets – Personal Property</p> <p>Documents verifying personal property the decedent owned and values. E.g., Bank statements showing the account numbers and date of death balances.</p>	<p>PROOF OF ASSETS</p>

Continued on Next Page

ADD DOCUMENTS: Continued:

Upload the following additional documents in your submission **if applicable:**

Additional/Optional Forms	Document Upload Codes
Proof of Assets – Real Estate Property Documents verifying real property the decedent owned and County Auditor’s value of property: Copy of deed(s) for Ohio property to be transferred and auditor’s printed valuation	PROOF OF ASSETS
Certificate of Transfer (Form 12.1 uploaded behind Form 5.11 in the same PDF, if applicable) Requires complete legal description, prior instrument number, and parcel number	PROPOSED ORDER (Scanned and attached to Form 5.11.)

4. FILING REVIEW

Review your data and documents for accuracy. [EDIT](#) for corrections.

5. PAYMENT

Add Credit or Debit Card billing information.

Submit the filing on behalf of the **APPLICANT**

*Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
The name on the credit/debit card MUST match the Registered E-File Account Name.
Third party payments will NOT be accepted without prior arrangement with E-File staff.*

**Print a copy of the Submission Confirmation for your records.
Keep originals of uploaded documents for review at hearings.**

New Application for Summary Release from Administration Setup

Intestate – No Will

Probate cases very often are complex. If you are uncertain if a Summary Release is the appropriate legal procedure for your circumstances, you should make an appointment with the [Probate Court Resource Center](#) or an attorney of your own choosing before you file. The information in this guide notes common examples and may not be sufficient for your individual circumstances.

1. AFTER LOGIN

Select **File a New Case** from the blue E-Filing tab

NEW CASE FILING: Select ESTATE

TYPE OF FILING: Select SUMMARY RELEASE NO WILL

CASE TITLE: Type the full name of the Decedent.

*[Click **Save and Proceed** to advance each screen]*

2. ADD CASE PARTIES

Party Role information must match the information on the *Application*.

Enter all names complete without abbreviations or initials.

Enter any Alias Names (AKAs) in the alias fields provided.

The following roles are required for *Estates*.

Case Party Role on Web	Application Fields (Form 5.0)
<i>Applicant</i>	<i>Applicant</i>
<i>Decedent, include all known alias names</i>	<i>Decedent, include all known alias names</i>

3. ADD DOCUMENTS

Fill-in forms **MUST** be typed, complete, and signed.

Required Forms	Document Upload Codes
Application for Summary Release from Administration (Form 5.10)	APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION
Proposed Order - Entry Granting Summary Release from Administration (Form 5.11)	PROPOSED ORDER

Continued on Next Page

ADD DOCUMENTS: Continued:

Fill-in forms **MUST** be typed, complete, and signed.

Additional Required Forms	Document Upload Codes
<p>Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)</p> <p>Complete names and addresses and relationship to decedent.</p>	<p>SURVIVING SPOUSE, CHILDREN, NEXT OF KIN, LEGATEES AND DEVISEES (FORM 1.0)</p>
<p>Copy of Decedent's Death Certificate</p>	<p>DEATH CERTIFICATE</p>
<p>Paid in Full Funeral Bill and Cemetery Expenses Receipt identifying Applicant paid, or Decedent pre-paid, or</p> <p>Written contract between Funeral Home/Cemetery and Applicant showing Applicant's obligation to pay bill</p>	<p>PROOF OF FUNERAL / CEMETERY /CREMATION SERVICES EXPENSES</p>
<p>Proof of Assets – Personal Property</p> <p>Documents verifying personal property the decedent owned and values. E.g., Bank statements showing the account numbers and date of death balances.</p>	<p>PROOF OF ASSETS</p>

ADD DOCUMENTS: Continued

Upload the following additional documents in your submission **if applicable:**

Additional/Optional Forms	Document Upload Codes
<p>Proof of Assets – Real Estate Property</p> <p>Documents verifying real property the decedent owned and County Auditor's value of property:</p> <p>Copy of deed(s) for Ohio property to be transferred and auditor's printed valuation</p>	<p>PROOF OF ASSETS</p>
<p>Certificate of Transfer (Form 12.1 uploaded behind Form 5.6 in the same PDF, if applicable)</p> <p>Requires complete legal description, prior instrument number, and parcel number</p>	<p>PROPOSED ORDER (Scanned and attached to Form 5.6.)</p>

4. FILING REVIEW

Review your data and documents for accuracy. [EDIT](#) for corrections.

5. PAYMENT

Add Credit or Debit Card billing information.

Submit the filing on behalf of the **APPLICANT**

*Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
The name on the credit/debit card MUST match the Registered E-File Account Name.
Third party payments will NOT be accepted without prior arrangement with E-File staff.*

**Print a copy of the Submission Confirmation for your records.
Keep originals of uploaded documents for review at hearings.**

E-Filing On Existing Summary Release of Asset Cases

[Login to your E-File account](#)

1. Select **File On An Existing Case** from the blue E-Filing tab
2. Search your existing estate case by name or number

Select the green  to E-File on your case

3. ADD NEW or CLAIM EXISTING CASE PARTIES: scroll to the bottom of the screen:

Filing Pro Se	
To CLAIM yourself as an existing Applicant	Click CLAIM PARTY next to your name
To ADD yourself as a new Applicant or Other party on the case	Complete all fields; click SAVE PARTY
Attorneys	
To CLAIM an existing party to represent	Click CLAIM PARTY next to the party's name
To ADD a new Applicant or Other party	Complete all fields; click SAVE PARTY
If your party is already represented and claimed (Your name highlighted above party)	Click SAVE and PROCEED to move directly to ADD DOCUMENTS
	<i>Continued Next Page</i>

4. ADD DOCUMENTS

Fill-in forms **MUST** be typed, complete, and signed.

Upload documents according to the guidelines in this guide.

See the **Contents** for a complete list of types of pleadings. See also pages 18-21 for specific types of pleadings filed on existing Release from Administration cases.

5. FILING REVIEW

Review your data and documents for accuracy. [EDIT](#) for corrections.

6. PAYMENT

Add Credit or Debit Card billing information.

Submit the filing on behalf of the **APPLICANT**

*Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
The name on the credit/debit card MUST match the Registered E-File Account Name.
Third party payments will NOT be accepted without prior arrangement with E-File staff.*

**Print a copy of the Submission Confirmation for your records.
Keep originals of uploaded documents for review at hearings.**

Other Summary Release Pleadings and Proceedings

Below are instructions to assist users with uploading groups of filings or other common filings specified for review with Summary Release proceedings. Following these instructions will increase efficiency in the review process and provide clarity on the Court's electronic docket.

Whenever possible, select dedicated codes from the menu on the ADD DOCUMENTS screen. Codes are listed alphabetically and generally match form captions or identify form numbers. Uploaded documents must be in PDF format and typed in blue or black ink.

Contact the E-File Help Desk for further assistance or general questions about E-Filing.

For specific questions regarding required filings by a hearing officer's notice or order, please contact the General Magistrate's office and have your case number available to reference. A list of Probate Court department phone numbers appears at the end of this guide.

Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0.)

- Upload the signed Next of Kin ([Form 1.0](#)) with complete names, addresses, relationship to the decedent and with dates-of-birth for any minors for all new cases. Next of kin who pre-deceased the decedent should also be listed with relevant dates of death next to their name. Use all lines and additional copies of the form as needed.
Use code: **SURVIVING SPOUSE, CHILDREN, NEXT OF KIN, LEGATEES AND DEVISEES (FORM 1.0).**

Note: Form 1.0 may be required by order of the Court for corrections to a previously filed version of the form. Instructions to correct the form are found on page 21.

Application to Probate Will (Form 2.0.)

- Following guidelines on 11 of this guide, upload the signed and completed Application ([Form 2.0](#)) to admit an original last Will of a deceased person. The Will must be admitted to the Court's record prior to any ruling on an Application to Relieve the Estate from Administration.

DO NOT ATTACH A COPY OF THE DECEDENT'S WILL TO THIS FORM.

See additional instructions to submit the original Will starting on page 8.

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Notice of Appearance

- Upload a [Notice of Appearance](#) if you are an attorney joining an existing Estate case. Notice is not needed if an attorney has signed the attorney signature line of the Release or Supplemental Release of Assets Application.

If multiple attorneys are joining the existing case, ALL attorneys must sign the form for this initial notice. Subsequent pleadings need not include all attorneys.

Supplemental Application for Summary Release from Administration (Form 5.10)

A *Supplemental Application for Summary Release from Administration* may be used in certain instances where additional assets of the decedent require distribution by Probate Court, after prior distributions from a prior Summary Release action have already been decided.

- To file a Supplemental Summary Release, the total dollar amount of the assets from each prior action, and the new assets to be released, **MUST** remain under the dollar amount threshold determined by ORC 2113.031.

Review with an attorney to determine if a Supplemental Release filing is the best and most cost-effective filing available to you. Each Application is charged a filing fee.

- Supplemental Applications keep the same case number as the prior Summary Release.

When filed, Supplemental Releases are numbered (1st Supplemental, 2nd, etc.), and there is no limit to the number of Applications that can be filed.

Required Forms filed for a (1st, 2nd, 3rd, etc.) Supplemental Summary Release of Assets

- Upload the completed and signed **Form 5.10** in a single PDF.

Note: **Form 5.10 must include the total assets released on previous Applications.**

- Upload an updated and signed **Form 1.0**.
- Upload all supporting **Proof of Assets** to be released in a single PDF.
- Upload a **proposed entry Form 5.11**.

Not Required: Decedent's death certificate nor paid funeral bill if either was filed with prior Release.

See page 38 for a Sample Supplemental Summary Release of Assets Form 5.10.

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Certificate of Transfer (Form 12.1)

If the decedent owned real property that requires distribution by the Probate Court, Form 12.1 may be filed with proposed entry Form 5.6 in the same PDF with Form 5.6 as the first page. The proposed Certificate and entry will become a new deed once signed by the Judge, and the Applicant must file the new deed with the Recorder's office in the County where the parcel is located.

- Scan the proposed entry relieving the estate ([Form 5.6](#)) and the proposed entry issuing transfer ([Form 12.1](#)) into the same PDF file. Then upload them together and select the dedicated code **PROPOSED ORDER** from the document menu.

The **Prior Instrument Reference Number** (e.g., volume and page or AFN) and the **Permanent Parcel Number** MUST be completed on the reverse side of Form 12.1, or the filing will be rejected.

Legal descriptions must be typed, or an image of the description affixed, on the reverse side of Form 12.1. If additional space is needed, you must first use ALL the space on Form 12.1 and then continue with attached pages as needed. DO NOT leave the reverse side of Form 12.1 blank or use the space to reference attachments. Blank Certificates citing only attachments will not be accepted by the County Recorder's office.

For multiple parcels in Cuyahoga County – Use a separate certificate form 12.1 for each parcel but scan them together with proposed entry Form 5.6. Number certificates and list the corresponding numbers on the front side of Form 5.6 on the line provided.

For multiple parcels in multiple counties – Contact the General Magistrate's office prior to submitting this request.

Amended Proposed Order – Amended Certificate of Transfer (Form 12.1)

- If you need to file an amended Entry and Certificate of Transfer ([Form 12.1](#)), please contact the primary Magistrate on your case and follow their instructions.

Amended Proposed Order – Amended Entry Granting Summary Release from Administration (Form 5.11)

- If you need to file an amended Entry Relieving the Estate from Administration ([Form 5.6](#)), please contact the primary Magistrate on your case and follow their instructions.

Motion to Correct Form 1.0 - Surviving Spouse, Children, Next of Kin, Legatees and Devisees

- Attach your motion with a Certificate of Service, and the signed proposed corrected form 1.0 behind your motion, in one PDF file. Use code: **MOTION TO CORRECT THE RECORD** or **MOTION** from the menu on the Add Documents screen.
- Upload the entry page PDF using code “Proposed Order Filed.”

Notice of Withdrawal of Pleading

- If a pleading filed with the Court has had no response filed by other interested parties, and is pending decision by a hearing officer, the filing party may withdraw his or her pleading by filing a **NOTICE OF WITHDRAWAL OF PLEADING** (select this code from the menu).

Identify the case number, the type of pleading (e.g., application, motion, request, etc.) and date it was filed. The notice will be reviewed by the Magistrate or Judge on the case and accepted or set for hearing if needed.

Motion for Continuance (of a scheduled hearing)

Please give as much advance notice as possible when filing this motion.

Include a ‘**Note to Clerk**’ on the E-File Final Review Screen **indicating your pleading is urgent or time-sensitive**. You can also contact the E-File staff by phone (216-443-8948) to check the status of your motion or to notify staff in advance of the urgency.

- Attach the Motion for Continuance and Certificate of Service PDF using the dedicated code **MOTION FOR CONTINUANCE** available in the upload menu.
- Upload the entry page PDF using code **PROPOSED ORDER**.

Other Motions and Pleadings

- Attach the Motion with a Certificate of Service in one PDF file using dedicated motion codes available in the upload menu.
- Upload the entry page PDF separately using code **PROPOSED ORDER**.

Common Terms Used at Court and in This Guide

Terms Commonly Used for Summary Release Cases	Basic Meanings, Similar Expressions or Related Forms
Applicant	Filing party requesting relief; must be party as identified by RC 2113.031
Application for Summary Release from Administration	<ul style="list-style-type: none"> • Summary Release of Assets • Summary Estate Affidavit
Beneficiaries	<ul style="list-style-type: none"> • Parties who will receive assets of the decedent by Will • Legatees and/or Devisees, Transferees
Certificate of Transfer (of Real Property) Form 12.1	<ul style="list-style-type: none"> • Proposed Order Form 12.1 • Proposed Entry and Certificate of Transfer • Entry Form 12.1 prepared for Judge's signature
Decedent	Deceased party whose probate assets must be distributed by law.
Financial Institution	Banks, federal savings associations, investment corporations, credit unions, etc.
Intestate	No Will
Next of Kin	<ul style="list-style-type: none"> • Surviving spouse and/or children • Heirs at Law • Decedent's family according to law
Personal Identifiers	Account numbers, policy numbers or other text that identifies an asset
Proof of Assets	Documents that verify the decedent's ownership of assets and establish date-of-death values or current values
Proof of Paid Funeral or Cemetery Expenses	Receipts from funeral homes or cemeteries showing 'Paid In Full'
Proposed Entry Form 5.11	<ul style="list-style-type: none"> • Proposed Order Form 5.11 • Entry Form 5.11 prepared for Judge's signature
Surviving Spouse (as identified on Form 5.10)	The surviving spouse of a decedent who died leaving the surviving spouse and no minor children; or the surviving spouse of a decedent who died leaving the surviving spouse and minor children, all of whom are children of the decedent and surviving spouse
Testate	With a Will

Sample Forms

The following sample pages show an example of a testate and an intestate summary distribution. They are not meant to demonstrate all circumstances. Your circumstances may be different and more complex. **Consult an attorney if you are not sure how to correctly complete these forms.**

Forms must be typed and signed appropriately before a notary. Fill in all highlighted areas. Use complete names and addresses and as many lines as needed to complete documents. Use "Not Applicable" or "N/A" for items not applicable to your circumstances. **Incomplete documents will be rejected pursuant to our Local Rule 57.**

Testate estates must include Form 2.0, *Application to Probate Will*, submitted with the Application for Summary Release from Administration if the Will is not already admitted at the Court.

Testate Sample 1 Form 5.10 New Case – Front side – Applicant is spouse

SAMPLE 1

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, Presiding Judge
LAURA J. GALLAGHER, Judge

ESTATE OF Shinwell Watson Johnson aka Shinwell Johnson DECEASED

CASE NUMBER Leave this line blank

APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION
[R.C. 2113.031]

Applicant states that decedent died on June 29, 2025

Decedent's domicile was 221B Baker Street
Street Address

Linddale
City or Village, or Township if unincorporated area County

Ohio 44135
Post Office State Zip Code

[Check one of the following]

The applicant is decedent's surviving spouse entitled to one hundred percent of the allowance for support and decedent's funeral and burial expenses have been prepaid or the surviving spouse has paid or is obligated in writing to pay decedent's funeral and burial expenses and the value of the assets does not exceed the \$40,000 allowance for support under R.C. 2106.13(B) plus an amount not exceeding \$5,000 for decedent's funeral and burial expenses.

The applicant, who is not the surviving spouse, has paid or is obligated in writing to pay decedent's funeral and burial expenses and the value of the assets is the lesser of \$5,000 or the amount of decedent's funeral and burial expenses.

Attached hereto is a receipt, contract or other document that confirms the applicant's payment or obligation to pay decedent's funeral and burial expenses or if the applicant is the surviving spouse, the prepayment receipt, if applicable.

The decedent's surviving spouse, next of kin, legatees and devisees known to applicant, are listed on attached Form 1.0.

Applicant states that there are no pending proceedings for the administration of decedent's estate or relief of decedent's estate from administration under R.C. 2113.03.

All known assets with date of death values of the estate are as follows:

Motor Vehicles (include year, make, model, body type, manufacturer's vehicle identification number and Certificate of Title number)

2010 Toyota Prius (VIN: JX6622X5095X87990) \$ 4,200.00

FORM 5.10 - APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION 03/08

Testate Sample 1 Form 5.10 New Case – Reverse side, signed before Notary

Identify assets by name of financial institution and other identifiers (e.g., account numbers, parcel numbers). Then list date-of-death or current values. Assets listed on Form 5.10 MUST match assets proposed for distribution on Form 5.11. or for certification on Form 12.1.

SAMPLE 1

Accounts maintained by a Financial Institution (include financial institution name and the account's complete identifying number):

Fifth-Third Bank account no. 1234567	\$ 30,000.00
Key Bank account no. 9876543	1,500.00

Stocks and Bonds (include for each stock or bond its serial number, the name of its issuer, the name and address of its transfer agent, and the total number of shares of stocks or bonds):

DeLorean Motors - 5 shares @ \$1.00 per share	\$ 5.00
Shares acct. no. 456456456	

Real estate described in accompanying Form 12.0 Application for Certificate of Transfer and Form 12.1 Certificate of Transfer and date of death value. [Attach verification of value.] \$

Other assets and date of death values

Uncashed check No. 2025 - First Energy overpayment	\$ 100.00

Total Assets \$ 35,805.00

Applicant requests an order granting summary release.

Attorney for Applicant

Type		
Street		
City	State	Zip Code
Phone Number (include area code)		

Attorney Registration No. _____

/S/Mary Johnson

Applicant's Signature

Mary Johnson

Typed or Printed Name

221B Baker Street

Street Address


Linndale Ohio 44135

City State Zip Code

216-443-8948

Phone Number (include area code)

Signed and acknowledged by the applicant in my presence this 17 day of March, 2020.



James Moriarty, Notary Public

Notary Public/Deputy Clerk

Testate Sample 1 Form 1.0 – Front side

SAMPLE 1

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, Presiding Judge
LAURA J. GALLAGHER, Judge

ESTATE OF Shinwell Watson Johnson aka Shinwell Johnson **DECEASED**

CASE NUMBER Leave this line blank

**SURVIVING SPOUSE, CHILDREN, NEXT OF KIN,
LEGATEES AND DEVISEES**
[R.C. 2105.06, 2106.13 2107.19]

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

The following are decedent's known surviving spouse, children, and the lineal descendants of deceased children. If none, the following are decedent's next of kin who are or would be entitled to inherit under the statutes of descent and distribution.

Name	Residence Address	Relationship to Decedent	Birthdate of Minor
Mary Johnson	221B Baker St. Linndale, Ohio 44135	Surviving Spouse	
Arthur Johnson	221B Baker St. Linndale, Ohio 44135	son	N/A
Jammelia Johnson	1 Lakeside Ave, W. Cleveland, Ohio 44113	daughter	N/A

[Check whichever of the following is applicable]

The surviving spouse is the natural or adoptive parent of all of the 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 the 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.

FORM 1.0 - SURVIVING SPOUSE, CHILDREN, NEXT OF KIN, LEGATEES AND DEVISEES

12/01/2002

Testate Sample 1 Form 5.11 New Case – Proposed Entry

PROBATE COURT OF CUYAHOGA COUNTY, OHIO ANTHONY J. RUSSO, Presiding Judge LAURA J. GALLAGHER, Judge		SAMPLE 1
ESTATE OF	Shinwell Watson Johnson aka Shinwell Johson	DECEASED
CASE NUMBER	Leave this line blank	
ENTRY GRANTING SUMMARY RELEASE FROM ADMINISTRATION [R.C.2113.031]		
The Court finds that the application by Mary Johnson , satisfies all requirements of R.C. 2113.031 and therefore summarily releases the estate from administration and directs:		
<div style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/></div>	The delivery to the applicant of decedent's personal property set forth in the application with the title to that property.	
<div style="border: 1px solid red; padding: 2px;"><input type="checkbox"/></div>	That Certificate(s) of Transfer, attached to the application, be issued.	
<p>A certified copy of this order together with a certified copy of the application for this order constitutes sufficient authority for a financial institution, corporation or other entity or person referred to in division (A) to (F) of Section 5731.39 of the Revised Code or for a clerk of a Court of Common Pleas to transfer title to the applicant of an asset of the decedent's estate listed in the application.</p> <p>This order eliminates the need for a financial institution, corporation, or other entity or person to be provided a written consent of the tax commissioner prior to the delivery, transfer, or payment to the applicant of an asset of the decedent's estate listed in the application.</p> <p>This order eliminates the duty of all persons to file an Ohio Estate Tax Return exclusively for the assets listed in the application.</p>		
Date	PROBATE JUDGE	
FORM 5.11 - ENTRY GRANTING SUMMARY RELEASE FROM ADMINISTRATION		9/00

SAMPLE 2

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, Presiding Judge
LAURA J. GALLAGHER, Judge

ESTATE OF Jane Doe, DECEASED

CASE NUMBER Leave this line blank

APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION
[R.C. 2113.031]

Applicant states that decedent died on June 29, 2025

Decedent's domicile was 1 Main Street
Street Address

Cleveland
City or Village, or Township if unincorporated area County

Ohio 44113
Post Office State Zip Code

[Check one of the following]

The applicant is decedent's surviving spouse entitled to one hundred percent of the allowance for support and decedent's funeral and burial expenses have been prepaid or the surviving spouse has paid or is obligated in writing to pay decedent's funeral and burial expenses and the value of the assets does not exceed the \$40,000 allowance for support under R.C. 2106.13(B) plus an amount not exceeding \$5,000 for decedent's funeral and burial expenses.

The applicant, who is not the surviving spouse, has paid or is obligated in writing to pay decedent's funeral and burial expenses and the value of the assets is the lesser of \$5,000 or the amount of decedent's funeral and burial expenses.

Attached hereto is a receipt, contract or other document that confirms the applicant's payment or obligation to pay decedent's funeral and burial expenses or if the applicant is the surviving spouse, the prepayment receipt, if applicable.

The decedent's surviving spouse, next of kin, legatees and devisees known to applicant, are listed on attached Form 1.0.

Applicant states that there are no pending proceedings for the administration of decedent's estate or relief of decedent's estate from administration under R.C. 2113.03.

All known assets with date of death values of the estate are as follows:

Motor Vehicles (include year, make, model, body type, manufacturer's vehicle identification number and Certificate of Title number)

N/A \$ N/A

Intestate Sample 2 Form 5.10 New Case – Reverse side, signed before Notary

SAMPLE 2

Accounts maintained by a Financial Institution (include financial institution name and the account's complete identifying number):
 Key Bank account no. 9876543 \$ 1,500.00

Stocks and Bonds (include for each stock or bond its serial number, the name of its issuer, the name and address of its transfer agent, and the total number of shares of stocks or bonds):
 \$ N/A

Real estate described in accompanying Form 12.0 Application for Certificate of Transfer and Form 12.1 Certificate of Transfer and date of death value. [Attach verification of value.] \$

Other assets and date of death values
 Uncashed check No. 1975 - Netflix refund \$ 18.99

Total Assets \$ 1,518.99

Applicant requests an order granting summary release.

Attorney for Applicant
 Typed or Printed Name
 Street Address
 City State Zip Code
 Phone Number (include area code)

These lines completed and signed by your attorney IF you have an attorney.

/S/John T. Doe, Jr.
 Applicant's Signature
 John T. Doe, Jr.
 Typed or Printed Name
 1 Main Street
 Street Address
 Cleveland Ohio 44113
 City State Zip Code
 216-443-8948
 Phone Number (include area code)

Attorney Registration No. _____

Signed and acknowledged by the applicant in my presence this 17 day of March, 2028.



James Moriarty, Notary Public
 Notary Public/Deputy Clerk

Intestate Sample 2 Form 1.0 – Front side

SAMPLE 2

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
 ANTHONY J. RUSSO, Presiding Judge
 LAURA J. GALLAGHER, Judge

ESTATE OF Jane Doe DECEASED

CASE NUMBER Leave this line blank

**SURVIVING SPOUSE, CHILDREN, NEXT OF KIN,
 LEGATEES AND DEVISEES**
 [R.C. 2105.06, 2106.13 2107.19]

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

The following are decedent's known surviving spouse, children, and the lineal descendants of deceased children. If none, the following are decedent's next of kin who are or would be entitled to inherit under the statutes of descent and distribution.

Name	Residence Address	Relationship to Decedent	Birthdate of Minor
Pre-deceased - 5/8/2024	N/A	Surviving Spouse	
John T. Doe, Jr.	1 Main Street Cleveland, Ohio 44113	son	N/A
Janice Doe McMansion	2 Second Avenue Lakewood, Ohio 44107	daughter	N/A

- [Check whichever of the following is applicable]
- The surviving spouse is the natural or adoptive parent of all of the 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 the 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.

If no boxes are applicable, then none need to be checked here.

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, Presiding Judge

LAURA J. GALLAGHER, Judge

ESTATE OF Jane Doe DECEASED

CASE NUMBER Leave this line blank

ENTRY GRANTING SUMMARY RELEASE FROM ADMINISTRATION

[R.C.2113.031]

The Court finds that the application by John T. Doe, Jr. satisfies all requirements of R.C. 2113.031 and therefore summarily releases the estate from administration and directs:

- The delivery to the applicant of decedent's personal property set forth in the application with the title to that property.
- That Certificate(s) of Transfer, attached to the application, be issued.

A certified copy of this order together with a certified copy of the application for this order constitutes sufficient authority for a financial institution, corporation or other entity or person referred to in division (A) to (F) of Section 5731.39 of the Revised Code or for a clerk of a Court of Common Pleas to transfer title to the applicant of an asset of the decedent's estate listed in the application.

This order eliminates the need for a financial institution, corporation, or other entity or person to be provided a written consent of the tax commissioner prior to the delivery, transfer, or payment to the applicant of an asset of the decedent's estate listed in the application.

This order eliminates the duty of all persons to file an Ohio Estate Tax Return exclusively for the assets listed in the application.

Date

PROBATE JUDGE

Intestate Sample 3 Form 5.10 – Front side, with Real Property

SAMPLE 3	
PROBATE COURT OF CUYAHOGA COUNTY, OHIO ANTHONY J. RUSSO, Presiding Judge LAURA J. GALLAGHER, Judge	
ESTATE OF	Jonathan Chapman aka Johnny Chapman
DECEASED	
CASE NUMBER	Leave this line blank
APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION [R.C. 2113.031]	
Applicant states that decedent died on June 29, 2025	
Decedent's domicile was	2 Second Street
	<small>Street Address</small>
	Cleveland
	<small>City or Village, or Township if unincorporated area County</small>
	Ohio
	44113
<small>Post Office</small>	<small>State</small>
	<small>Zip Code</small>
[Check one of the following]	
<input checked="" type="checkbox"/> The applicant is decedent's surviving spouse entitled to one hundred percent of the allowance for support and decedent's funeral and burial expenses have been prepaid or the surviving spouse has paid or is obligated in writing to pay decedent's funeral and burial expenses and the value of the assets does not exceed the \$40,000 allowance for support under R.C. 2106.13(B) plus an amount not exceeding \$5,000 for decedent's funeral and burial expenses.	
<input type="checkbox"/> The applicant, who is not the surviving spouse, has paid or is obligated in writing to pay decedent's funeral and burial expenses and the value of the assets is the lesser of \$5,000 or the amount of decedent's funeral and burial expenses.	
Attached hereto is a receipt, contract or other document that confirms the applicant's payment or obligation to pay decedent's funeral and burial expenses or if the applicant is the surviving spouse, the prepayment receipt, if applicable.	
The decedent's surviving spouse, next of kin, legatees and devisees known to applicant, are listed on attached Form 1.0.	
Applicant states that there are no pending proceedings for the administration of decedent's estate or relief of decedent's estate from administration under R.C. 2113.03.	
All known assets with date of death values of the estate are as follows:	
<input type="checkbox"/> Motor Vehicles (include year, make, model, body type, manufacturer's vehicle identification number and Certificate of Title number)	
	\$ N/A
FORM 5.10 - APPLICATION FOR SUMMARY RELEASE FROM ADMINISTRATION	
03/08	

Intestate Sample 3 Form 5.10 – Reverse side, with Real Property

SAMPLE 3

Accounts maintained by a Financial Institution (include financial institution name and the account's complete identifying number):

_____ \$ N/A

Stocks and Bonds (include for each stock or bond its serial number, the name of its issuer, the name and address of its transfer agent, and the total number of shares of stocks or bonds):

_____ \$ N/A

Real estate described in accompanying Form 12.0 Application for Certificate of Transfer and Form 12.1 Certificate of Transfer and date of death value. [Attach verification of value.] \$

Other assets and date of death values

_____ \$ _____

See Form 12.0 and 12.1 _____ 39,000.00

Total Assets \$ 39,000.00

Applicant requests an order granting summary release.

Attorney for Applicant _____

Typed _____

Street _____

City _____ State _____ Zip Code _____

Phone Number (include area code) _____

These lines completed and signed by your attorney IF you have an attorney.

/S/Janet J. Chapman

Applicant's Signature _____

Janet J. Chapman

Typed or Printed Name _____

2 Second Street

Street Address _____

Cleveland Ohio 44113

City State Zip Code _____

216-443-8948

Phone Number (include area code) _____

Attorney Registration No. _____

Signed and acknowledged by the applicant in my presence this 17 day of March, 2026.



James Moriarty, Notary Public

Notary Public/Deputy Clerk

Intestate Sample 3 Form 1.0 – Front side

SAMPLE 3

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
 ANTHONY J. RUSSO, Presiding Judge
 LAURA J. GALLAGHER, Judge

ESTATE OF Jonathan Chapman aka Johnny Chapman, DECEASED

CASE NUMBER Leave this line blank

**SURVIVING SPOUSE, CHILDREN, NEXT OF KIN,
 LEGATEES AND DEVISEES**
 [R.C. 2105.06, 2106.13 2107.19]

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

The following are decedent's known surviving spouse, children, and the lineal descendants of deceased children. If none, the following are decedent's next of kin who are or would be entitled to inherit under the statutes of descent and distribution.

Name	Residence Address	Relationship to Decedent	Birthdate of Minor
Janet J. Chapman	2 Second Street Cleveland, Ohio 44113	Surviving Spouse	
Jane Chapman	2 Second Avenue Cleveland, Ohio 44113	daughter	03/11/2011

- [Check whichever of the following is applicable]
- The surviving spouse is the natural or adoptive parent of all of the 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 the 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.

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, Presiding Judge

LAURA J. GALLAGHER, Judge

ESTATE OF Jonathan Chapman aka Johnny Chapman, DECEASED

CASE NUMBER Leave this line blank

ENTRY GRANTING SUMMARY RELEASE FROM ADMINISTRATION

[R.C.2113.031]

The Court finds that the application by Janet J. Chapman, satisfies all requirements of R.C. 2113.031 and therefore summarily releases the estate from administration and directs:

- The delivery to the applicant of decedent's personal property set forth in the application with the title to that property.
- That Certificate(s) of Transfer, attached to the application, be issued.

A certified copy of this order together with a certified copy of the application for this order constitutes sufficient authority for a financial institution, corporation or other entity or person referred to in division (A) to (F) of Section 5731.39 of the Revised Code or for a clerk of a Court of Common Pleas to transfer title to the applicant of an asset of the decedent's estate listed in the application.

This order eliminates the need for a financial institution, corporation, or other entity or person to be provided a written consent of the tax commissioner prior to the delivery, transfer, or payment to the applicant of an asset of the decedent's estate listed in the application.

This order eliminates the duty of all persons to file an Ohio Estate Tax Return exclusively for the assets listed in the application.

Date

PROBATE JUDGE

Sample 4 Supplemental Summary Release of Assets Form 5.10

Example: Form 5.10 showing prior Release total typed under *Other assets*. The prior total (outlined in orange below) is necessary for the hearing officer's review to determine if the new assets (outlined in red below) and prior assets are still under the necessary dollar amount required for a Summary Release of Assets action under ORC 2113.031.

<input type="checkbox"/>	Accounts maintained by a Financial Institution (include financial institution name and the account's complete identifying number):		\$	N/A
<input type="checkbox"/>	Stocks and Bonds (include for each stock or bond its serial number, the name of its issuer, the name and address of its transfer agent, and the total number of shares of stocks or bonds):		\$	N/A
<input type="checkbox"/>	Real estate described in accompanying Form 12.0 Application for Certificate of Transfer and Form 12.1 Certificate of Transfer and date of death value. [Attach verification of value.]		\$	
<input checked="" type="checkbox"/>	Other assets and date of death values		\$	
	Prior Summary Release of Assets - Granted 10/25/25 (Total - 39,000.00)		\$	
	Safe Arbor Insurance Check #123			500.00
				Total Assets \$ 500.00

SAMPLE 4

Applicant requests an order granting summary release.

Attorney for Applicant	/S/Janet J. Chapman
Typed or Printed Name Applicant's	Applicant's Signature Janet J. Chapman
Street Address	Typed or Printed Name 2 Second Street
City State Zip Code	Street Address Cleveland Ohio 44113
Phone Number (include area code)	City State Zip Code 216-443-8948
Attorney Registration No.	Phone Number (include area code)

Since there was only one prior Summary Release granted in the example above, the new application for \$500.00 is the **First Supplemental Summary Release** and uses Form 5.10, including an updated Form 1.0 and proposed order Form 5.11. The estate had a surviving spouse who inherits the entire estate under R.C. 2113.031. The total of both Summary Releases remains under that \$45,000.00 threshold.

Help and Contact Information

<p>For assistance with questions about simple estate matters and general review of Probate estate forms and procedures.</p> <p><i>The Resource Center is staffed with an Ohio licensed attorney. By RSVP only and one meeting per patron per case. No charge for meeting.</i></p>	<p>Resource Center (by appointment) (216) 443-8769</p>
<p>For procedural questions (about Estate cases), or to speak to a Magistrate</p>	<p>General Magistrate's Office (216) 443-8780</p>
<p>To pay back costs owed on cases (via credit or debit card), or for questions about case billing</p>	<p>Clerk's Office (216) 443-8785 Press '0' after the prompt to speak to a cashier clerk</p>
<p>For copy requests</p>	<p>Quality Assurance Department (216) 443-8793</p>
<p>For help with your E-File User account and E-Filing</p>	<p>E-File Department (216) 443-8948 probate_efile@cuyahogacounty.gov</p>