

**PROBATE COURT OF CLERMONT COUNTY, OHIO
JAMES A. SHRIVER, JUDGE**

IN RE: _____

CASE NO. _____

NOTICE OF RETRIEVING DOCUMENTATION FOR ACCOUNTS

Check the box indicating how the supporting documentation, copies and/or account should be handled after the account is reviewed.

- ☐ Mail back documents in enclosed self-addressed stamped envelope. If no envelope
– will be charged to mail back
- ☐ Place documents in the Attorney bin (will pick up within 30 days)
- ☐ Destroy documents (shred)

**THESE ARE THE MOST COMMON REASONS FOR REJECTIONS
SO PLEASE MAKE SURE THESE REQUIREMENTS HAVE BEEN
COMPLETED**

(If pertains to the type of Account being filed)

- ☐ Starting balance matches Inventory/most recent Partial/Current Account
- ☐ Original Signature on Account and Waivers (if any)
- ☐ Total Receipts and Distributions balance
- ☐ Newly Discovered Asset (Form 39L)
- ☐ Attorney Fees (Consents - Form 10.5 or Application and Entry with
timesheets for fees over \$5,000)
- ☐ Paid funeral bill

Signature

Date