

**COURT COST INITIAL DEPOSIT – ADDITIONAL COSTS WILL BE DUE AS FILINGS
OCCUR**

(EFFECTIVE APRIL 1, 2021)

REVISED 6/30/2021

**ESTATES ARE RESPONSIBLE FOR PAYMENT OF ALL COURT COSTS DUE IN GUARDIANSHIPS AND TRUSTS
UNLESS THE COURT ORDERS OTHERWISE BY ENTRY**

**IN ALL CIVIL ACTIONS, THE PLAINTIFF IS RESPONSIBLE FOR PAYMENT OF COURT COSTS UNLESS THE
COURT ORDERS OTHERWISE BY ENTRY**

**IN ALL OTHER ACTIONS, THE FILING PARTY IS RESPONSIBLE FOR PAYMENT OF ALL COSTS UNLESS THE
COURT ORDERS OTHERWISE BY ENTRY**

**ALL COURT COSTS MUST BE PAID PRIOR TO THE COURT CLOSING ANY CASE UNLESS THE COURT
ORDERS OTHERWISE BY ENTRY**

POSTAGE AND/OR SHERIFF FEE WILL BE ADDED TO ALL SERVICE ISSUED BY THE COURT

ESTATE DEPOSITS:

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| Full Administration (Intestate and Testate) | \$200.00 |
| Ancillary Administration | \$200.00 |
| Estate – Wrongful Death Only | \$200.00 |
| Release of Administration with Will | \$210.00 |
| Release of Administration without Will | \$180.00 |
| Summary Release of Administration | \$160.00 |
| Release of Medical Records | \$100.00 |
| File Will for Record Only | \$35.00 |
| Appoint Commissioner – Safe Deposit | \$45.00 |
| Transfer Real Estate Only for DOD on or after 1/1/2013 | \$40.00 |
| If DOD prior to 1/1/2013 | \$47.00 |
| Deposit of Will (prior to death) | \$53.00 |

TRUST DEPOSITS:

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| Testamentary Trust | \$175.00 |
| Special Needs/Wrongful Death Trust | \$175.00 |

GUARDIANSHIP DEPOSITS:

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|-------------------------------------------------------------|----------|
| Incompetent Guardianship (Person and Estate or Estate Only) | \$280.00 |
| Incompetent Guardianship (Person Only) | \$260.00 |
| Emergency Guardianship | \$225.00 |
| Minor Guardianship (Estate Only) | \$180.00 |
| Minor Guardianship with Settlement (over \$25,000) | \$225.00 |
| Minor Settlement (under \$25,000) | \$135.00 |
| Dispense with Guardian (No Settlement) | \$130.00 |
| Conservatorship | \$175.00 |

ADOPTION DEPOSITS:

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| Adult Adoption | \$180.00 |
| Minor Adoption | \$225.00 |
| Foreign Adoption | \$225.00 |
| Recognize Foreign Adoption | \$125.00 |

CIVIL ACTIONS:

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|------------------------------------------|----------|
| Will Contest | \$200.00 |
| Will Contest with Jury Demand | \$300.00 |
| All other Civil Actions | \$175.00 |
| All other Civil Actions with Jury Demand | \$275.00 |

MISCELLANEOUS CASES:

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| Change of Name – Adult | \$135.00 |
| Change of Name – Minor | \$140.00 |
| Gender Designation Change | \$80.00 |
| Correction of Birth | \$80.00 |
| Registration of Birth | \$82.00 |
| Declaration of Paternity | \$95.00 |
| Disinter Remains | \$125.00 |

MISCELLANEOUS FEES:

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|------------------------------------------|-----------------|
| Application and Entry for Attorney Fees | \$5.00 |
| Application and Entry for Fiduciary Fees | \$5.00 |
| Application to Remove Fiduciary | \$23.00 |
| Certified Copy of Letters of Authority | \$2.00 each |
| Copy of documents (not certified) | \$0.10 per page |
| Creditor's Claim | \$23.00 |
| Exceptions/Objections to any proceeding | \$23.00 |
| Extra Pages with any document filed | \$1.00 each |
| Entry Terminating any proceeding | \$23.00 |
| Release of Claim | \$5.00 |

PROBATE STANDARD FORMS

| FORM NO. | FORM NAME | AMOUNT |
|-----------|-----------------------------------------------------------------------|-------------------|
| 2.0 | Application to Probate Will | \$28.00 |
| 2.1 | Waiver of Notice on Probate of Will | \$1.00 per page |
| 2.4 | Certificate of Service on Probate of Will | \$5.00 |
| | Amended Certificate of Service on Probate of Will | \$2.50 |
| 3.0 | Appointment of Appraiser | \$5.00 |
| 4.0 | Application for Authority to Administer Estate | \$10.00 |
| 4.1 | Supplemental Application for Ancillary Administration | \$1.00 |
| 4.2 | Fiduciary's Bond | \$5.00 |
| | Additional Bond | \$5.00 |
| 4.3 | Waiver of Right to Administer Estate | \$1.00 per page |
| 4.4 | Notice and Citation of Hearing on Appointment of Fiduciary | \$5.00 + svc/pgs. |
| 4.5 | Entry Appointing Fiduciary; Letters of Authority | \$48.00 |
| | Amended Entry Appointing Fiduciary; Letters of Authority | \$35.00 |
| 5.0 | Application to Relieve Estate from Administration | \$83.00 |
| | Amended Application to Relieve Estate from Administration | \$60.00 |
| 5.2 | Waiver of Notice of Hearing on Release of Administration | \$1.00 per page |
| 5.6 | Entry Relieving Estate from Administration | \$5.00 |
| 5.10 | Application for Summary Release of Administration | \$73.00 |
| | Amended Application for Summary Release of Administration | \$60.00 |
| 5.11 | Entry Granting Summary Release of Administration | \$5.00 |
| 6.0 | Inventory & Appraisal (includes entry approving) | \$25.50 |
| | Amended Inventory & Appraisal (includes entry approving) | \$12.50 |
| 6.1 | Schedule of Assets | \$1.00 per page |
| | Amended Schedule of Assets | \$1.00 per page |
| 6.2 | Waiver of Notice of Hearing on Inventory | \$1.00 per page |
| 7.0 | Certification of Notice to Administrator of Medicaid Recovery Program | \$5.00 |
| 7.0(A) | Notice to Administrator of Estate Recovery Program | \$1.00 |
| 7.1 | Application for Family Allowance | \$5.00 |
| 7.2 | Application for Apportionment of Family Allowance | \$5.00 |
| 8.0 | Citation to Elect Issued with Summary of General Rights | \$14.00 |
| 8.1 | Election of Surviving Spouse to Take Under Will | \$5.00 |
| 8.2 | Election of Surviving Spouse to Take Against Will | \$10.00 |
| 8.4 | Certificate of Service & Notice of Citation to SS to Exercise Rights | \$7.50 |
| 8.6 | Waiver of Citation to Surviving Spouse to Exercise Elective Rights | \$1.00 |
| 9.0 | Application to Sell Personal Property | \$23.00 |
| | Schedule of Personal Property to be sold | \$5.00 |
| 9.1 | Entry Authorizing Sale of Personal Property | \$2.50 |
| 10.0 | Application to Distribute in Kind | \$2.50 |
| | Schedule of Property to be Distributed in Kind | \$5.00 |
| 10.1 | Entry Approving Distribution in Kind | \$2.50 |
| 11.0 | Consent to Power to Sell Real Estate | \$1.00 |
| 12.0/12.1 | Application, Entry and Certificate of Transfer | \$7.00 |

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| | Amended Certificate of Transfer of Real Estate | \$3.50 |
| 13.0 | Fiduciary's Account | \$27.50 |
| | Amended Fiduciary Account | 14.50 |
| 13.1 | Receipts & Disbursements | \$1.00 per page |
| | Amended Receipts and Disbursements | \$1.00 per page |
| 13.2 | Assets Remaining in Fiduciary Hands | \$1.00 per page |
| 13.4 | Waiver of Partial Account | \$12.00 per page |
| 13.5 | Notice of Hearing on Account | \$1.00 + svc/pgs. |
| 13.6 | Certificate of Termination | \$25.00 |
| 13.7 | Waiver of Notice of Hearing on Account | \$1.00 |
| 13.8 | Application and Entry to Extend Administration | \$5.00 |
| 13.9 | Certificate of Service of Account to Heirs and/or Beneficiaries | \$5.00 |
| 14.0/14.2 | Application & Entry to Approve Wrongful Death & Survival Claims | \$53.00 |
| 14.1 | Waiver and Consent - Wrongful Death and Survival Claims | \$1.00 |
| 14.3 | Report of Distribution of Wrongful Death & Survival Claims | \$5.00 |
| 15.01 | Entry Setting Hearing on Application for Appointment of Guardian | \$2.50 |
| 15.1 | Waiver of Notice and Consent to Appointment | \$1.00 |
| 15.2 | Fiduciary's Acceptance | \$1.50 |
| 15.3 | Guardian's Bond | \$5.00 |
| 15.4 | Letters of Guardianship | \$2.00 |
| 15.5 | Guardian's Inventory | \$20.00 |
| | Amended Guardian's Inventory | \$7.00 |
| 15.6 | Application & Entry for Release of Funds | \$23.00 |
| 15.7 | Application & Entry for Expenditure of Funds | \$23.00 |
| 15.8 | Guardian's Account | \$27.50 |
| | Amended Guardians Account | \$14.50 |
| 15.9 | Oath of Guardian | \$1.50 |
| 16.0 | Application for Appointment of Guardian of Minor | \$10.00 |
| 16.1 | Affidavit | \$5.00 |
| 16.2 | Selection of Guardian by Minor Over Fourteen Years of Age | \$1.50 |
| 16.3 | Notice of Hearing on Appointment of Guardian of Minor to Minor | \$1.00 + svc/pgs. |
| 16.4 | Notice of Hearing on Appointment of Guardian of Minor | \$1.00 + svc/pgs. |
| 16.5 | Entry Appointing Guardian of Minor | \$48.00 |
| | Amended Entry Appointing Guardian of Minor | \$35.00 |
| 17.0 | Application for Appointment of Guardian of Alleged Incompetent | \$10.00 |
| 17.1 | Statement of Expert Evaluation | \$5.00 |
| 17.1A | Supplement for Emergency Guardianship of Person | \$5.00 |
| 17.4 | Notice of Hearing for Appointment of Guardian of Alleged Incompetent | \$1.00 + svc/pgs. |
| 17.5 | Entry Appointing Guardian of Incompetent Person | \$48.00 |
| | Amended Entry Appointing Guardian of Incompetent Person | \$35.00 |
| 17.7 | Guardian's Report | \$5.00 |
| 17.8 | Investigator's Report | \$5.00 |
| | Investigator Fee | \$100.00 |
| 22.0 | Application to Settle Minor's Claim | \$43.00 |
| | Narrative Statement | \$1.00 per page |

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| | Current Prognosis | \$1.00 per page |
| 22.1 | Waiver and Consent to Settle Minor's Claim | \$1.00 |
| 22.2 | Entry Approving Settlement of Minor's Claim | \$2.50 |
| 22.3 | Verification of Receipt & Deposit | \$1.00 |
| 22.4 | Report of Distribution of Minor's Claim | \$5.00 |
| | Entry Approving of Distribution of Minor's Claim | \$2.50 |
| 22.5 | Application to Settle a Claim of an Adult Ward | \$43.00 |
| 22.6 | Entry Approving Settlement of Claim of an Adult Ward | \$2.50 |
| 22.7 | Report of Distribution of Claim of Adult Ward | \$5.00 |
| | Entry Approving Distribution of Claim of Adult Ward | \$2.50 |
| 24.0 | Representation of Insolvency | \$5.00 |
| 24.1 | Judgment Entry Setting Hearing & Ordering Notice (Insolvency) | \$2.50 |
| 24.2 | Notice of Hearing on Representation of Insolvency & Schedule of Claims | \$1.00 per page |
| 24.3 | Verification of Service of Notice on Insolvency and Schedule of Claims | \$5.00 |
| 24.4 | Schedule of Claims | \$5.00 |
| 24.6 | Judgment Entry of Insolvency | \$2.50 |

BUTLER COUNTY PROBATE COURT LOCAL FORMS

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|------|---------------------------------------------------------------------------|-------------------|
| 402 | Declination | \$5.00 |
| 407 | Affidavit/Certificate of Service on Inventory | \$5.00 |
| 410 | Motion & Entry for Extension of Time | \$5.00 |
| 412 | Classification Form for Estates | \$1.00 |
| 413 | Report of Newly Discovered Assets | \$7.00 |
| 414 | Application & Entry to Transfer Motor Vehicle | \$5.00 |
| 415 | Release of Mortgagee | \$5.00 |
| 419 | Statement in Lieu of Account | \$27.50 |
| 423 | Fiduciary's Acceptance | \$1.50 |
| 429 | Report of Distribution | \$5.00 |
| 440 | Preacipe for Service | \$1.00 |
| 442 | Subpoena | \$4.00 + svc/pgs. |
| 447 | Appl to Admit Authenticated Copy of Extracounty Proceeding | \$23.00 |
| | Authenticated copies submitted with Application (Form 447) | \$1.00 per page |
| 448 | Entry Admitting Authenticated Copy of Extracounty Proceedings | \$2.50 |
| 454 | Application & Entry for Investment of Undistributable Funds | \$7.00 |
| 455 | Application for Payment of Undistributable Funds | \$7.00 |
| 457A | Application to Reopen Estate and Appoint Fiduciary | \$23.00 |
| | Entry Reopening & Appointing Executor/Administrator | \$48.00 |
| 461 | Affidavit in Lieu of Account | \$27.50 |
| 462 | Statement of Counsel re: Examination of Record Title (Real Estate) | \$5.00 |
| 463 | Status Report | \$5.00 |
| 464 | Application and Entry Waiving Bond | \$5.00 |
| 465 | Proposed Distribution in Application to Relieve Estate | \$5.00 |
| 466 | Notice of Insufficient Assets to Pay Creditors in Full (Release of Admin) | \$1.00 + svc/pgs. |
| 467 | Appl & Entry Appointing Commissioner to Examine Safe Deposit Box | \$5.00 |
| 467R | Report of Contents of Safe Deposit Box | \$5.00 |

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| 470 | Application to Admit to Probate Lost, Spoliated or Destroyed Will | \$28.00 |
| 476 | Application to Appoint Commissioner where Spouse is under Disability | \$5.00 |
| 477 | Entry Appointing Commissioner to Ascertain Value for Surviving Spouse Under Legal Disability | \$5.00 |
| 478 | Notice to Commissioner to Ascertain Values for Spouse | \$2.50 |
| 478R | Return of Findings of Commissioner | \$5.00 |
| 479 | Journal Entry Making Election for Surviving Spouse under Disability | \$10.00 |
| 501 | Application & Entry to Transfer Funds | \$23.00 |
| 504 | Application for Appointment of Emergency Guardian | \$10.00 |
| 505 | ExParte Entry Appointing Emergency Guardian | \$48.00 |
| 506 | 72 Hour Notice to Ward | \$1.00 |
| 507 | Motion & Entry Extending Emergency Guardian | \$5.00 |
| 508 | 30 Day Notice to Ward | \$1.00 |
| 510 | Entry Dispensing with Appointment of Guardian; Ordering Deposit | \$2.50 |
| 512 | Receipt on Behalf of Minor | \$1.00 |
| 516 | Affidavit of Administrator re: Action Taken | \$5.00 |
| 522 | Cert of Former Ward; Receipt of all Assets, Filed in Lieu of Account | \$23.00 |
| 523 | Affidavit of Income and Expenses | \$5.00 |
| 524 | Notice to Parents | \$1.00 |
| 525 | Application & Entry Dispensing with Subsequent Expert Evaluations | \$5.00 |
| 526 | Guardians Application to Sell Personal Property | \$23.00 |
| 527 | Entry Authorizing Guardian to Sell Personal Property | \$0.00 |
| 530 | Order Distributing Funds Pursuant to R.C. 2111.05 or 2111.13.1 | \$23.00 |
| 531 | Motion & Order Authorizing Release of Funds to Former Ward | \$23.00 |
| 536 | Application to Pay or Deliver Estate of Minor w/o Appt of Guardian | \$53.00 |
| 538 | Receipt for Personal Property (for Estates over \$10,000) | \$1.00 |
| 539 | Application to Allow Guardian to Authorize Administration of Forced Psychotropic Medication | \$23.00 |
| 618 | Application for Gender Designation Change | \$80.00 |
| 637 | Judgment Entry with Errata | \$5.00 |
| ET-2 | Estate Tax Return (Taxable and Nontaxable) | \$3.50 |
| ET-2x | Amended Estate Tax Return | \$3.50 |
| ET-22 | Certificate 22 | \$3.50 |