

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

(EFFECTIVE APRIL 1, 2021)

REVISED 8/17/2021

**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:

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:

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

GUARDIANSHIP DEPOSITS:

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:

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

CIVIL ACTIONS:

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:

Change of Name – Adult	\$145.00
Conform Name – Adult	\$120.00
Change of Name – Minor (No Hearing)	\$140.00
Change of Name – Minor (Hearing Required)	\$150.00
Conform Name – Minor (No Hearing)	\$120.00
Conform Name – Minor (Hearing Required)	\$130.00
Gender Designation Change	\$85.00
Correction of Birth	\$85.00
Registration of Birth	\$82.00
Declaration of Paternity	\$95.00
Disinter Remains	\$125.00

MISCELLANEOUS FEES:

Application and Entry for Attorney Fees	\$5.00
Application and Entry for Fiduciary Fees	\$5.00
Application to Remove Fiduciary	\$23.00
Certified Copies	\$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

	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

	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

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

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
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
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