

PROBATE COURT OF BUTLER COUNTY, OHIO
JOHN M. HOLCOMB, JUDGE

CHECKLIST – LAND SALE PROCEEDING UNDER R.C. 2127

Complaint to Sell

Make sure Ward is served, and if not, file Entry Ordering Additional Service

Entry Ordering Plaintiff to File Evidence of Title (sent to attorney)

Application for Appointment of Guardian Ad Litem (when plaintiff is the guardian and property owner is an incompetent or minor ward)

Entry Appointing Guardian Ad Litem

Answer of Guardian Ad Litem

Service of Summons and Complaint on all defendants who have not waived Service of Summons

Evidence of Title of Real Estate (e.g., report from Title Company or Attorney's certificate) (required by Sup.R. 65)

Entry Finding Sale Necessary and Ordering Appraisement (or dispensing with appraisement if there has been a recent appraisal done for the Inventory) **(this cannot take place until 28 days after all defendants have been served with summons, unless all defendants have answered or consented to the sale)**

Order of Appraisement

Appraiser's Return

Entry Approving Appraisement and Ordering Additional Bond

Posting of Additional Bond

Entry Approving Bond and Ordering Private (or Public) Sale

Order of Private (or Public) Sale

Return and Report of Private (or Public) Sale

Entry Confirming Sale, Ordering Deed and Distribution of Proceeds

Report of Distribution of Proceeds of Sale

Motion to Approve Report of Distribution

Entry Approving Report of Distribution

The attorney for the Plaintiff is responsible for preparing all of the documents in this proceeding except the Summons, the Entry Ordering Evidence of Title, Order of Appraisement, and Order of Private (or Public) Sale.