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.