

**FILINGS**

1. Receipt, contract, or written declaration to verify payment or obligation to pay funeral and burial expenses.
2. SPF 1.0: Surviving Spouse, Children, Next of Kin, Legatees and Devisees
3. SPF 5.10: Summary Release From Administration
4. SPF 5.11: Entry Granting Summary Release From Administration
5. SPF 12.0: Application for Certificate of Transfer
6. SPF 12.1: Certificate of Transfer



Death Certificate and/or Obituary

**APPLICANT** [R.C. 2113.031]

**Surviving Spouse:**

1. The value of the probate assets does not exceed \$40,000.00 for the allowance for support under R.C. 2106.13(B) (SPF 5.10) and an amount not to exceed \$5,000.00 for funeral and burial expenses; and
2. The surviving spouse is entitled to receive the entire allowance for support and has paid or is obligated in writing to pay the decedent's funeral and burial expenses not to exceed \$5,000.00 or the funeral and burial expenses have been prepaid.

**Other Persons:**

1. The value of probate assets does not exceed the lesser of \$5,000.00 or the funeral and burial expenses.
2. The applicant paid or is obligated in writing to pay the funeral and burial expenses.

**APPLICATION** (SPF 5.10)

1. Must describe all known assets and be signed and acknowledged in the presence of a notary or the deputy clerk of probate court.



Check records of the county recorder's and/or auditor's office.

**ENTRY** (SPF 5.11)

1. Probate Court shall order a summary release from administration if:
  - a. The applicant satisfies statutory requirements of R.C. 2113.031
  - b. There are no pending proceedings to administer the decedent's estate or to relieve the decedent's estate from administration under R.C. 2113.03, and
  - c. The SPF 5.10 filed by the applicant lists all known assets of the decedent.

**CERTIFICATE OF TRANSFER** (SPF 12.0 and 12.1)

1. The surviving spouse may elect to receive the mansion house under R.C. 2106.10 in a summary release.
2. The applicant shall file an Application for Certificate of Transfer (SPF 12.0) if an interest in real property is listed on SPF 5.10.
3. The probate court is required to issue a Certificate of Transfer (SPF 12.1) within five days of the filing of the Application for Certificate of Transfer (SPF 12.0) under R.C. 2113.61(C).