

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

IN RE: _____

CASE NO. _____

NOTICE OF RETRIEVING DOCUMENTATION FOR ACCOUNTS

Check the box indicating how the supporting documentation, copies and/or account forms left with the accounting department should be handled after the account is reviewed.

- Mail back documents in enclosed self-addressed stamped envelope.
- Place documents in the Attorney Mailbox (will pick up within 30 days).

Mailbox No. _____

- Destroy documents (shred).

IMPORTANT: If no self-addressed stamped envelope is provided, the Court will mail the documents back to the presenting party and all mailing costs associated with the return of the documentation will be charged to the case balance.

DOCUMENTATION WILL NOT BE HELD FOR MORE THAN 30 DAYS FROM DROPOFF.

Signature

Date

- Attorney/Paralegal
- Fiduciary/Guardian/Trustee