

**APPROVED**  
**REJECTED** (LETTER ATTACHED)  
**Court Use Only**

**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 approved/rejected.

- Mail back documents in enclosed self-addressed stamped envelope. If no envelope – will be charged to mail back
- Place documents in the Attorney Mailbox (will pick up within 30 days).  
Mailbox No. \_\_\_\_\_
- Destroy documents (shred).

**THESE ARE THE MOST COMMON REASONS FOR REJECTIONS  
SO PLEASE MAKE SURE THESE REQUIREMENTS HAVE BEEN  
COMPLETED**

**(If pertains to the type of Account being filed)**

- Starting balance matches Inventory/most recent Partial/Current Account
- Original Signature on Account
- Total Receipts and Distributions balance
- Newly Discovered Asset (Form 106.11)
- Attorney Fees (Consents - Form 210.05 or Application and Entry with timesheets for fees over \$4,000)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
 Fiduciary    Attorney