

# INSTRUCTIONS FOR DEPOSITING AN ORIGINAL WILL

Your original Last Will and Testament may be deposited with the Court for safekeeping.

Once the will has been presented, it is not available for public display.

There is a filing fee. Current Court Costs are posted at:

<https://www.probatect.org/about/general-resources>.

Please confirm the amount with the cashier since filing fees may have changed subsequent to the publication of the instruction sheet. **This fee must be paid in cash, certified check, Visa MasterCard, Discover, or American Express. No personal checks or money orders will be accepted.**

To deposit your will you must present the original will to a clerk at the Issue Desk on the 9<sup>th</sup> floor of the Probate Court, 230 E. 9<sup>th</sup> Street, Cincinnati, Ohio.

The clerk will place the will in an envelope and fill out a Certificate of Deposit of Will form (H.C. 102.00).

The clerk will then take the envelope and certificate to the cashier where you must pay the filing fee.

After the clerk assigns a number to the will, the Certificate of Deposit will be returned to you along with the receipt.

The depositing of your will is entered into the computer and the will is then placed in the Court's vault for safekeeping.

If you would like to remove it after it has been deposited, you must appear in person at the Issue Desk with a picture ID. We will then complete a Delivery of Deposited Will (H.C. 102.01), which will be docketed showing what happened to the original will.

If you are unable to appear you may sign an affidavit allowing a specific person to remove your Will.

When a will is on deposit and an estate needs to be opened, the paperwork must be prepared in order for the Court to release the will.

Upon proof of death of the testator, a Probate Court employee may review the deposited will to determine who is nominated as the executor. The identity of the nominated executor may be relayed to the public upon request. The contents of the will shall remain confidential until such time as the Application to Probate Will is filed.

If the estate is to be administered in another county or state, the Judge from that court must request the release of the will. The will is then sent by certified mail to that court.