

**ASHTABULA COUNTY COURT OF COMMON PLEAS  
PROBATE DIVISION  
ALBERT S. CAMPLESE, JUDGE**

Richard L. Dana  
Magistrate



**Small Estates Required Forms Checklist**

All forms are available online, through the Ohio Supreme Court, or at the Ashtabula County Probate Court website

**Summary Release**

- Application for Summary Release (SPF 5.10)
- Next of Kin (SPF 1.0)
- Entry Granting Summary Release (SPF 5.11)
- Certificate of Death
- Copy of Paid Funeral Bill
- Certification Of Notice To Administrator Of Medicaid Estate Recovery Program (SPF 7.0)
- Local Form Estates Required Information Sheet

**Relieve from Administration**

- Application to Relieve Estate from Administration (SPF 5.0)
- Next of Kin (SPF 1.0)
- Assets & Liabilities (SPF 5.1)
- Waiver of Notice of Application to Relieve Estate (SPF 5.2)
- Proposed Entry Relieving Estate from Administration (SPF 5.6)
- Certificate of Death
- Certification Of Notice To Administrator Of Medicaid Estate Recovery Program (SPF 7.0)
- Local Form Estates Required Information Sheet
- **REQUIRED TO CLOSE ESTATE:** Report of Distribution (Local Form)

**Additional Forms (if applicable):**

**Admit Will to Probate**

- Application to Probate Will/Entry Admitting Will to Probate/Waivers (Supreme Court – 2.0)
- Original will

**Application for Certificate of Transfer (SPF 12.0)**

**Certificate of Transfer (SPF 12.1)**

**Application for Transfer of Motor Vehicle (Local Form Forms)**

**Form Resources**

[http://www.supremecourt.ohio.gov/LegalResources/Rules/superintendence/probate\\_forms/](http://www.supremecourt.ohio.gov/LegalResources/Rules/superintendence/probate_forms/)

[http://courts.co.ashtabula.oh.us/courts\\_forms.htm](http://courts.co.ashtabula.oh.us/courts_forms.htm)