

William R. Zimmerman, Judge

Shelby County Probate Court

100 E. Court St., Second Fl., P.O. Box 4187, Sidney Ohio 45365-4187
www.shelbycoprobate.org | Telephone: (937) 498-7263

eNotice Registration Form

I, _____, hereby request to be registered to receive Court due date notices via e-mail at the following e-mail address: _____
(Please enter one address only.)

I understand that I must add the Probate Court Clerks e-mail addresses to my address book to permit un-delayed notification of upcoming due dates on cases which I am listed as attorney of record. The Clerks' e-mail addresses are: prosengarten@shelbycoprobate.org, cbusse@shelbycoprobate.org, and pmiller@shelbycoprobate.org.

I will receive verification of my Registration from the Court via attorney pick-up box. The eNotice process will start for new actions filed on/after the date I have registered with the Court. The types of notices I will receive by eNotice are:

ESTATE - FULL ADMINISTRATION

- Name of Deputy Clerk assigned to case
- Due dates for filing Citation to Surviving Spouse or Waiver, Certificate of Service of Notice of Probate of Will, Inventory, Account, Wrongful Death Report of Distribution
- Inventory hearing date
- Account hearing date
- Notice of past due pleading

ESTATE – RELEASE FROM ADMINISTRATION

- Name of Deputy Clerk assigned to case
- Due dates for filing Certificate of Service of Notice of Probate of Will, Report of Distribution
- Notice of past due pleading

MINOR'S SETTLEMENT

- Name of Deputy Clerk assigned to case
- Due date of Report of Distribution, Verification of Receipt & Deposit
- Notice of past due pleading

GUARDIANSHIP OF MINOR

- Name of Deputy Clerk assigned to case
- Due dates for filing Inventory, Account
- Account hearing date
- Notice of child's 18th birthday (for termination)
- Notice of past due pleading

GUARDIANSHIP OF INCOMPETENT/CONSERVATORSHIP

- Name of Deputy Clerk assigned to case
- Due dates for filing Inventory, Account, Guardian's Report and Statements of Expert Evaluation
- Account hearing date
- Reminder to file Ward's original Last Will and Testament with Court
- Notice of past due pleading

TRUST

- Name of Deputy Clerk assigned to case
- Due dates for filing Inventory, Account
- Account hearing date
- Notice of past due pleading

The eNotice program does **not** include notice that an order or entry, or its content, has been filed by the Court; those will still be sent via US Mail to the attorney, fiduciary, etc. Changes to attorney's e-mail address **must** be submitted in writing to the Court. If at any time attorney chooses to opt out of the eNotice process, attorney shall do so by a letter to the Court.

eNotices are offered as a courtesy to the patrons of the Court. Failure to receive an eNotice does not abrogate the statutory duty to timely file documents.

Attorney Signature

Typed or Printed Name Atty. Registration No.

Address

City State Zip

Telephone Number (include area code)

COURT VERIFICATION

Attorney Registration Form **received** by Court on _____.
Copy of verified Registration Form placed in attorney's pick-up box on same date.

Deputy Clerk's initials