

Jeffrey D. Mackey, Judge

Franklin County Probate Court

373 SOUTH HIGH STREET, 22ND FLOOR, COLUMBUS, OHIO 43215-6311

Probate.franklincountyohio.gov

Phone: (614) 525-3894

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<_CurrDate_>

<_casename_>
<_caseaddressline1_>
<_caseaddressline2_>
<_caseaddresscity, state, zip_>

RE: <_Style_>
Case Number: <_CaseNbr_>

Dear Guardian:

Our docket in the above referenced Guardianship reflects that an Inventory has not yet been filed and is due within approximately one (1) month.

Pursuant to Rule of Superintendence 66 (B) for the Courts of Ohio and Franklin County Local Rule 78.3 (E), the Court will not approve distribution of any guardianship funds prior to the filing of the Inventory.

Please file the Inventory on or before <_targetdate_> to avoid a citation being issued to you requiring your appearance before this Court pursuant to Ohio R.C. 2109.31. The Inventory form is available at the Records Department and is also available through the Court's website at <http://probate.franklincountyohio.gov/forms/>.

Your timely attention to this matter appreciated.

Very truly yours,

Jeffrey D. Mackey
Probate Judge