F2

INFORMAL PROBATE

1

Application for Appointment as Personal Representative

(known in other states as "executor")

Part 1: The Application and Notice

(Forms Packet)

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IMPORTANT NOTICE

TRAINING REQUIREMENTS

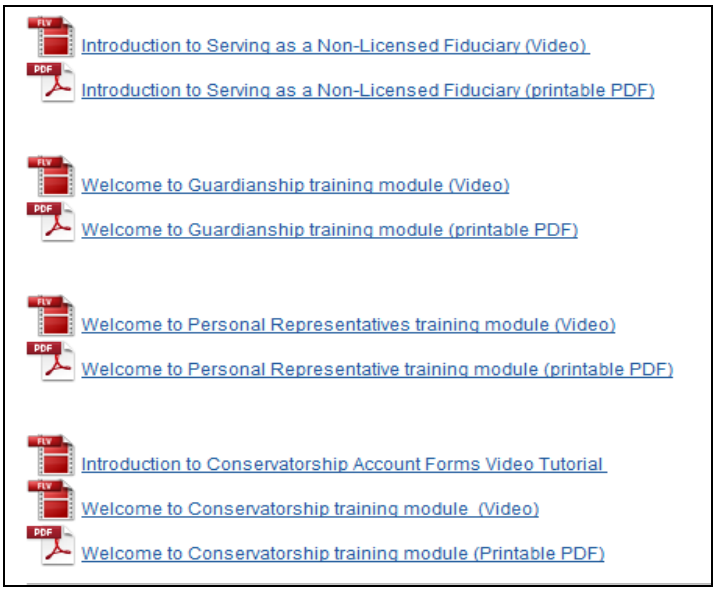
Effective September 1, 2012

The Arizona Supreme Court requires that any person who is not a state-licensed fiduciary (or a financial institution) must complete a training program approved by the Supreme Court **before** Letters of Appointment to serve as a guardian, conservator, or personal representative can be issued by the Clerk of the Court, or within 30 days of a temporary or emergency appointment.

TRAINING *SHOULD BE* COMPLETED BEFORE THE COURT HEARING
***Additional time may be granted for good reason*.**

You may access and complete the training FREE online at:
www.azcourts.gov/probate/Training.aspx

Go to the section for **"Non-licensed Fiduciaries"** and click on the link to access a narrated slide-show presentation of the materials applicable to your situation.



You may also pick up a printout of the training materials in English *or Spanish* from the Self-Service Center. AFTER reviewing the materials, you will need to inform the Court that you have completed the training by filing either the Certificate available at the end of the online training, or the Declaration of Completion form available from the Self-Service Center. If you have questions about the training, contact the Probate Clerk at 928-428-3100.

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PROCEDURES: HOW TO APPLY TO BE THE PERSONAL REPRESENTATIVE

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WHAT TO DO BEFORE YOU COME TO COURT TO FILE ANYTHING:

1. Decide if you are asking for an appointment as Personal Representative for the person who died with no Will, or with a Will. If the person died with a Will, you will also be asking for the Will to be admitted into informal probate.

2. Decide if you are an appropriate person to be the Personal Representative. Generally, to file the Application you must be:

- Over **18 years** of age **AND**
- The surviving spouse of the decedent,
- An adult child of the decedent,
- A parent of the decedent,
- A brother or sister of the decedent,
- A person entitled to property of the decedent,
- A person who was named as Personal Representative by Will, **OR**
- You are a creditor and **45 days** have gone by since the person died.

Read the Application and all the other papers in this packet so you know what kind of information you will need to file to be appointed Personal Representative.

3. Determine who are all the other people who are entitled to be the Personal Representative. Also, you will need to determine who are the likely persons who will inherit property under the Will or to whom property will pass by law if there is no Will and who are creditors of the estate. If you are not sure about this, talk to a lawyer who can help you decide.

4. Complete the Application if you want to be appointed as Personal Representative. **Use Black Ink Only.**

5. Go to the people who could also be Personal Representatives.
Ask them if they are willing to sign a WAIVER OF APPOINTMENT and will agree to your appointment as Personal Representative. If they are willing to sign a Waiver, have them sign the Waiver in this packet.

- If the Waiver is signed, **mail or deliver** the Waiver to **all interested persons**. Interested persons are individuals who are heirs, devisees, children, spouse, creditors and others having a property right in or claim against the estate and persons having a priority for appointment as Personal Representative.

6. Estimate what you think is the total value of the estate of the decedent. Go to the people who are entitled to inherit the property under a Will, or to whom property will pass by law if there is no Will, and ask them if they are willing to have you act as Personal Representative without a bond. If they are willing, ask them to sign the WAIVER OF BOND If the WAIVER OF BOND is signed by all interested persons, **mail or deliver** the Waiver to all interested persons.

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Note: A bond will be required unless it is waived by the Will, in writing by all heirs if there is no Will or by all devisees/beneficiaries if there is a Will.

7. Fill out the Probate Cover Sheet, the Probate Information Sheet, the Application, and attach the **original Will**. Make enough copies for all interested persons. Decide in which court location you will file the Application. The choices are:

GRAHAM COUNTY SUPERIOR COURT
800 WEST MAIN STREET
SAFFORD, ARIZONA 85546

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FILING YOUR PAPERS WITH THE COURT

1. File the original Application and the original Will and have the copies conformed (stamped) by the Clerk and returned to you. (Conformed means that the original document was filed with the court and date-stamped.) **FEES:** A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

2. Complete the NOTICE OF APPLICATION. Mail or hand-deliver a **copy** of the NOTICE OF APPLICATION and the APPLICATION FOR INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE to everyone entitled to notice. Read the NOTICE OF APPLICATION in this packet to learn who must get notice.

If people are entitled to notice and you cannot find them even though you tried very hard to find them, you can publish notice. Read the documents in this packet on how to serve papers when you don't know where the other party lives. You must publish once a week for **3 consecutive weeks**. If you publish, be sure you complete the AFFIDAVIT OF CIRCUMSTANCES, and make sure the AFFIDAVIT OF PUBLICATION that you will get back from the newspaper is filed with the court.

3. Complete the PROOF OF DELIVERY or MAILING OF NOTICE APPLICATION. **Use Black Ink Only.**

WHAT TO DO NEXT: See the ***Procedures for Appointment of Personal Representative*** in this packet.

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PROCEDURES FOR APPOINTMENT OF PERSONAL REPRESENTATIVE AND ADMISSION OF WILL (if any) TO PROBATE

STEP 1 VIEW REQUIRED TRAINING MATERIALS *BEFORE* YOU FILE!

View the required training information so that you may turn in the **Certificate** (or "Declaration") **of Completion of Training** at the same time you file your Application and other papers for appointment as personal representative of the estate of the person who died ("the decedent"). See the "**Notice Regarding Training Requirements**" in this packet for more detailed information, but note that you may access and complete the training FREE online at:

http://www.azcourts.gov/probate/Training.aspx

STEP 2 BRING PAPERS TO COURT, PAY FILING FEE, and FILE:

Bring the documents listed below to the Filing Counter at the court location you choose for filing, and **pay the filing fee**. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or personal check made payable to the "**Clerk of Superior Court**" are acceptable forms of payment. Be sure of the exact amount before writing a check or purchasing a money order. Go online for a list of current fees.

If you cannot afford the filing fee and/or the fee for serving notice by publication, you may request a ***deferral*** (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at **no charge** from the Self-Service Center.

The Clerk will accept the **originals** to be reviewed by the Probate Registrar or Deputy Registrar **within 3 business days** after the date of submission.

Make and present extra copies of all originals for the Probate Registrar to date-stamp and return to you as proof of filing.

REQUIRED DOCUMENTS:

- **PROBATE INFORMATION COVERSHEET**
- **APPLICATION FOR APPOINTMENT** (Signed and notarized original plus at least one copy)
- **Original WILL**, *if decedent had a Will*
- **NOTICE OF APPLICATION** (Signed and notarized original plus at least one copy)
- **PROOF OF MAILING OF NOTICE OF APPLICATION** (original plus at least one copy)
- **DECLARATION SUPPORTING PUBLICATION** (includes **AFFIDAVIT OF PUBLICATION (if you published)** (original plus at least one copy)
- **STATEMENT OF INFORMAL APPOINTMENT** (original plus at least one copy)
- **LETTERS and ACCEPTANCE OF APPOINTMENT** (Signed and notarized original plus at least one copy)
- **ORDER TO PERSONAL REPRESENTATIVE** (Signed original plus at least one copy)
- **CERTIFICATE** (or "Declaration") **OF COMPLETION OF TRAINING** (original plus copy)

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OPTIONAL DOCUMENTS:

- Signed and notarized original **WAIVER OF RIGHT TO APPOINTMENT** and **CONSENT** (if anyone signed) (plus at least one copy)
- Signed and notarized original **WAIVER OF BOND** (if anyone signed) (plus at least one copy)

STEP 3 Before you make any copies, complete the **STATEMENT OF INFORMAL APPOINTMENT** except for the part about the bond and the signature of the Probate Registrar. **Use Black Ink Only.** Also, complete the caption of the **LETTERS**, and the caption of the **ORDER TO PERSONAL REPRESENTATIVE**, which includes the information about you and the decedent (the person who died).

STEP 4 **If all is in order, the Probate Registrar will:**

- **Sign the STATEMENT,**
- **Submit the WILL (if there is one),**
- **Issue the LETTERS OF APPOINTMENT, AND**
- **Sign the ORDER TO PERSONAL REPRESENTATIVE.**

STEP 5 Once reviewed by the Probate Registrar you will be contacted based upon information provided to us on the contact information sheet and notified that the documents are ready for pickup. If documents are deficient, you will be notified and you may resubmit upon correction of deficiencies.

Documents must be picked up within 24 hours (1 business day) of notification.

STEP 6 If you are required to post a bond, the Clerk **will not** issue the **LETTERS** until you have filed proof of the bond. After you file proof of the bond the LETTERS will be issued by the Clerk.

STEP 7 You will need to get a certified copy of the **LETTERS**, to prove you were appointed. There is a **certification fee plus a fee per page to make copies**. Also ask the Probate Registrar to date-stamp ("conform") a copy of the **STATEMENT OF INFORMAL APPOINTMENT** for you.

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INFORMATION ON LEGAL NOTICE FOR PROBATE OF ESTATES AND WHAT TO DO AFTER YOU HAVE NOTIFIED ALL INTERESTED PERSONS

1. WHAT IS LEGAL NOTICE: After you have completed **AND** filed the probate papers with the Court, you must tell **all** "interested persons" about the papers. See **#3** below for definition of "interested persons".

A. WHAT COURT DOCUMENTS DO I NEED TO GIVE NOTICE ABOUT IMMEDIATELY AFTER I HAVE FILED THE APPLICATION? To give Notice, you have to give copies of Court documents to those entitled to notice. The documents you need to give those entitled to notice at this time are:

- **APPLICATION FOR INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE** (when a person died with a Will or without a Will).
- **NOTICE OF APPLICATION** (in Informal Proceeding).

It is recommended that you give people entitled to notice copies of **all** documents you filed with the court so that you know you gave people copies of the correct documents. You then must list in the **PROOF OF NOTICE** (see section C, below) the people you gave the documents to, their address and the date the documents were mailed or delivered.

B. WHAT ARE THE WAYS TO GIVE LEGAL NOTICE?

- **"Personal Service**" means giving formal notice that is required in some cases for some persons. It requires that a registered process server or the sheriff serve the documents on interested persons or that a person accept service of the papers. When personal service is required, it means the law is written to make sure that a person who needs notice of a case gets the notice.

- **Mail or hand delivery** is a less formal but important way of giving notice to other persons in some cases. When you are required to give notice by mail, 1st class postage-prepaid mail is usually acceptable. Certified mail with return receipt is an extra step you can take to prove that the person you want to have notice received the notice.

Note: Service by **mail** or **hand-delivery** is only allowed in SOME cases, so make sure you read the instructions to see if you can use this method of service.

- **Publication of Notice** is used when you do not know the address of the person to whom you need to give notice. For publication, you need to try to find the person who is supposed to get notice, and prove to the Court you did everything you could to try to find the person or the person's address. Then, you must publish the Notice at least **3 times** in a newspaper in the county <u>where the case was filed</u>.

Note: Remember that **Notice to Creditors** (if applicable) must be published **3 consecutive weeks**. (A.R.S. § 14-3801)

C. HOW DO I SHOW THAT I GAVE LEGAL NOTICE?

- **PROOF OF NOTICE** is the document you sign and file with the Court to prove you gave notice to **all** interested persons, and how you did it. You must fill out this form after you have served the documents on all interested persons (See **Step 3**).There are other documents that go with the **PROOF OF NOTICE** to show that service was made. These documents may include the following:

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1) **AFFIDAVIT OF PUBLICATION**,

2) **AFFIDAVIT OF SERVICE** signed by the process server or sheriff, **OR**

3) **ACCEPTANCE OF SERVICE**.

2. TIME FRAMES TO GIVE LEGAL NOTICE: Generally, you must give **all** interested persons notice of the court papers **immediately** after you file the documents with the court. If you do not know where the person lives and have tried to find them, you can give Notice by Publication.

Note: The newspaper will provide the **AFFIDAVIT OF PUBLICATION** to you **after** all **3 notices** to interested persons and/or to creditors have been published.

3. WHO IS ENTITLED TO LEGAL NOTICE: You must give notice to **all** "***interested persons***". **This includes, but is not limited to:**

- Any person that has filed a **Demand for Notice** with the court,
- Any Personal Representative of the decedent whose appointment has not ended,
- Any spouse,
- Any adult child(ren),
- Any parents, brothers and/or sisters of the decedent, **AND**
- Any person named as an heir in the Will of the decedent.

4. COMPLETE THE PROOF OF NOTICE: After Notice is done, you must complete the **PROOF OF NOTICE** form. Be sure to list the names of the persons to whom you gave the copies, address, and the date you mailed or delivered the documents. If the person has an attorney, make sure you mail copies to the attorney, too. Then, **make 3 copies** of the **PROOF OF NOTICE.**

5. FILE THE PROOF OF NOTICE AND OTHER COURT PAPERS: File the **PROOF OF NOTICE** and other court papers with the Clerk of the Court, Probate Registrar. These documents should be filed with the court **immediately** after you have notified all interested persons. See ***Procedures: How to Apply to be Personal Representative*** to find out what documents you should complete and file with the Probate Registrar. After you file the **PROOF OF NOTICE** and other court papers, mail or deliver a **copy** to all interested persons **immediately**.

- Take the **original and 2 copies** of the **PROOF OF NOTICE** and other court papers to the Probate Registrar who will file the original and stamp "copy" on each of the 2 copies and return them to you.
- **Keep a copy of each document for your records.**

6. NEXT STEPS: See Packet number 2 concerning ***"The Appointment, Notice of Appointment, Inventory and Appraisement."***

7. OTHER HELP: If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under "attorneys." Also, the Self-Service Center has a list of lawyers who will help you help yourself. The list shows where the lawyers are located, how much they charge to look over the court papers or answer your questions, and what their experience is. **All forms referred to in these instructions are available at the Self-Service Center.**

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LETTER TO NEWSPAPER

Print Your Name:_____

Your Address: _____

_____

Date: _____

_____
Name of Newspaper

_____
Address

_____

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Probate Court Case No._____, which concerns the following: (check one box)

☐ Guardianship and/or Conservatorship matter about (name of person with guardian and/or conservator)

_____, OR

☐ Estate of _____, deceased, OR
Print Name

☐ Sale of Real Property _____. Please Note: The first publication
Print street address of subject property

of this NOTICE must be published at least fourteen (**14**) days before the scheduled hearing, or by _____.
Print Date

Enclosed is a copy of the following documents stamped by the Clerk of Court (check all that apply):

☐ "**Notice of Hearing**" for matter about guardian and/or conservator, OR Petition, OR
☐ "**Notice to Creditors**" for probate of an estate, OR
☐ (If no Will) An **Application for Appointment of Personal Representative without a Will**, OR
☐ (If a Will) An **Application for Informal Probate of a Will and for Appointment of a Personal Representative**.

Please publish Notice in your newspaper about this court case once a week for three successive weeks. Also enclosed is (check one box)

☐ A check or money order in the amount of $_____ for the cost of the publication as requested, OR,
☐ A certified copy of the Order from the court waiving/deferring the publication costs.

When you receive this letter, please call me at _____ to tell me when the first publication will occur. When all three weeks of publication have been completed, please file the original and send me one copy of the **Affidavit of Publication**.

Sincerely,

_____
Your Signature

Enclosures

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SELF-SERVICE CENTER

INFORMAL PROBATE
APPOINTMENT OF PERSONAL REPRESENTATIVE
AND ADMISSION OF WILL (if applicable)

CHECKLIST

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You may use the forms and instructions in this packet only if the following factors apply to your situation:

- ✓ You are related to a person who died or you have a legal interest in the person's property.
- ✓ The person had a will *or did not* have a will.
- ✓ If the person did have a will, you have the original will, AND
- ✓ The person died more than 120 hours ago, *but less than 2 years ago*.*
- ✓ You want to file court papers to be appointed the Personal Representative of the estate.

***There are certain limited exceptions to the two-year limitation for informal probate listed in Arizona Revised Statutes (A.R.S.) Title 14 § 3108. An attorney may be of assistance in determining whether your situation qualifies for one of the exceptions or in handling the more complex "formal" probate process for which forms and instructions are not available from the court.**

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website

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SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

PROBATE INFORMATION COVER SHEET

Case Number: PB _____

A person needing a guardian or conservator is the "**ward**". A person who died is the "**decedent**".

INFORMATION ABOUT THE WARD or THE DECEDENT

NAME: _____ **DATE OF BIRTH:** _____
MAILING ADDRESS : _____
STREET ADDRESS (if different)**:** _____
TELEPHONE (Home): _____ **SSN:** _____
TELEPHONE (Cellular): _____ **EMAIL:** _____
☐ **ADDITIONAL WARDS ARE INVOLVED. Information listed separately.**

INFORMATION ABOUT THE PETITIONER, the person filing these papers.

NAME: _____
MAILING ADDRESS: _____
TELEPHONE: _____ **EMAIL:** _____

INFORMATION ABOUT PETITIONER'S ATTORNEY: ☐ **Petitioner is not represented by an attorney, *or***
NAME: _____ **BAR #** _____
TELEPHONE: **EMAIL:**

☐ **An INTERPRETER IS NEEDED for this language:** _____ **By**
(List Names of) **Persons who need interpreter:** **Name:** _____
Name: _____ **Name:** _____

STAFF USE ONLY: REASON FEES NOT PAID: ☐ Government Charge ☐ Deferred

NATURE OF ACTION: Place an "X" next to number which describes the nature of the case. Check only **ONE**.

200 ESTATE
____ 201 Formal Appointment of Personal Representative
____ 202 Informal Appointment of Personal Representative
____ 203 Ancillary Administration
____ 204 Affidavit of Succession to Realty
____ 205 Trust Administration
____ 206 Formal Probate of Will
____ 207 Informal Probate of Will
____ 208 Proof of Authority
____ 210 Other _____
Specify
____ 211 Single Transaction/Limited Conservatorship
____ 212 Foreign Domicilliary

220 CONSERVATOR
____ 221 Minor
____ 222 Adult Incapacitated Person

230 GUARDIANSHIP
____ 231 Minor
____ 232 Adult (including those with Dementia, Alzheimer's)
____ 233 Adult Requiring In-Hospital Mental Health Treatment

240 GUARDIANSHIP-CONSERVATOR COMBINATION
____ 241 Minor
____ 242 Adult (including those with Dementia, Alzheimer's)
____ 243 Adult Requiring In-Hospital Mental Health Treatment

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Case No. _____

INFORMATION ABOUT THE FIDUCIARY, **the person to serve as guardian, conservator, or personal representative** (executor) **of the Estate of someone who died.**

NAME:				**DATE OF BIRTH:**		
MAILING ADDRESS:						
STREET ADDRESS: (if different)						
TELEPHONE (Home):			**SSN:**			
TELEPHONE (Cellular):			**EMAIL:**			
TELEPHONE (Work):			**CERTIFICATION #** (for State-Licensed Fiduciaries ONLY)			
RELATIONSHIP TO THE WARD OR (if an estate matter) **THE DECEDENT:**						
PHYSICAL DESCRIPTION:	**RACE:**		**HEIGHT**		**WEIGHT:**	
	EYE COLOR:			**HAIR COLOR:**		

By signing below, I state to the Court under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

_____
Petitioner or Attorney Signature

NOTICE

SUBMIT THIS FORM WITH NEW CASES ONLY.
If there is already a (Maricopa County) Probate Court case number and you are filing in an existing Superior Court case in Maricopa County, **DO NOT SUBMIT THIS FORM**.

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Person Filing:_____

Address (if not protected):_____

City, State, Zip Code:_____

Telephone:_____

Email Address:_____

Lawyer's Bar Number:_____

Licensed Fiduciary Number: _____

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of the Estate of

_____

A ☐ Deceased or ☐ Protected Person

Case Number PB: _____

DECLARATION OF COMPLETION OF TRAINING for NON-LICENSED FIDUCIARIES

Rule 27.1 of the Arizona Rules of Probate Procedure requires that a person to be appointed guardian, conservator, or personal representative of an estate, who is neither a state-licensed fiduciary nor a corporation, complete a training program approved by the Supreme Court of this state before permanent **Letters of Appointment** are issued.

UNDER PENALTY OF PERJURY

I state to the Court that in accord with Rule 27.1 of the Arizona Rules of Probate Procedure, I have completed the required training for non-licensed, non-corporate fiduciaries, as indicated below: (Check all that apply and provide applicable information.)

☐ Unlicensed Fiduciary Date completed: _____

☐ Conservatorship Date completed: _____

☐ Personal Representative Date completed: _____

☐ Guardianship Date completed: _____

Date: _____

_____
Signature

_____
Printed Name

INSTRUCTIONS: Fill out this Declaration completely and provide accurate information. Make at least one copy. You will need to file the original with the Clerk of Court and provide a copy to the Probate Registrar before receiving any *permanent* letters of appointment.

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Person Filing: _____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____

Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of the Estate of

_____

☐ an Adult ☐ a Minor, deceased

Case Number: PB_____

WAIVER OF RIGHT TO APPOINTMENT AS PERSONAL REPRESENTATIVE AND CONSENT TO APPOINTMENT OF PERSONAL REPRESENTATIVE

THE UNDERSIGNED PERSON STATES AS FOLLOWS:

1. I am: (check one box)
   - ☐ **(Check only if there is NO Will)** an heir of the decedent's estate without a Will **or**
   - ☐ **(Check only if there IS a Will)** a person named in the decedent's Will.

2. I have priority for appointment as Personal Representative of this estate under A.R.S. 14-3203 because: (check which box applies)
   - ☐ **(Check only if there IS a Will)** I am named as Personal Representative in the Will of the person who died;
   - ☐ **(Check only if there IS a Will)** I am the surviving spouse of the person who died and I am named in the Will;
   - ☐ **(Check only if there IS a Will)** I am another person named in the Will of the person who died;
   - ☐ I am the surviving spouse of the person who died;
   - ☐ I am another person entitled to inherit the property of the person who died because (explain)

     _____

3. I waive and want to give up any right I have to appointment as the Personal Representative of this estate.

4. I consent to the appointment of (name) _____ as Personal Representative of the estate.

_____
Signature

Subscribed and sworn to or affirmed before me this date:_____ by _____.

My Commission Expires: _____ _____
Deputy Clerk/Notary

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Person Filing: _____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____
Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

In the Matter of the Estate of:

Case No:_____

WAIVER OF BOND

_____
☐ an Adult ☐ a Minor, deceased

THE UNDERSIGNED PERSON STATES AS FOLLOWS:

1. I am: (check one box)
   ☐ **(only if there is no Will)** an heir of the decedent's estate without a Will **or**
   ☐ **(only if there is a Will)** person named in the decedent's Will.

2. The person who is applying to be the Personal Representative of the estate

   (name)_____

   has estimated that the total value of the estate of the person who died is $_____.

3. I waive any and all bond in connection with his or her appointment as Personal Representative. I ask that the court not require any bond in this proceeding.

_____
Signature

Subscribed and sworn to or affirmed before me this date:_____ by_____.

_____
Deputy Clerk/Notary Public

My Commission Expires: _____

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WAV

PBIP12f 102610
Use only most current version

Person Filing:_____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____
Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of the Estate of:

_____
☐ an Adult or ☐ a Minor, deceased

Case No: PB_____

☐ **APPLICATION FOR INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE**
(Person Died Without a Will - "Intestate Estate")

OR

☐ **APPLICATION FOR INFORMAL PROBATE OF WILL and FOR INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE**
(Person Died With a Will - "Testate Estate")

1. **This is an application for:** (check one box)
   ☐ **Informal Appointment of Personal Representative because the person died without a Will** ("Intestate Estate")

   OR

   ☐ **Informal Probate of Will and for Informal Appointment of Personal Representative because the person died with a Will** ("Testate Estate").

2. **I live in** _____ (County) _____ (State), **and I am entitled to file this Application under A.R.S. 14-3301 because I am:** (check the box that applies)
   ☐ The surviving spouse of the person who died;
   ☐ An adult child of the person who died;
   ☐ A parent of the person who died;
   ☐ A brother or sister of the person who died;
   ☐ (Check the box only if there is not a Will) A person entitled to property of the person who died under Arizona law;
   ☐ (Check the box only if there is a Will) A person who was nominated/named as Personal Representative by a Will;
   ☐ At least 45 days have passed since the person died, and I am a creditor.

3. **The name of the person who died is:** _____.
   This person died on _____, (date of death) **at the age of** _____ **years.**
   At the time of death, the person who died lived in the following county and state: _____ _____. **and 120 hours or more have passed since the time of death.**

4. ☐ **There is a Will and the original of the Will of the person who died, dated** _____**, is filed with this Application.**

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Case No._____

5. **The person who died left behind the following persons who are the surviving spouse, children and others entitled to take property under Arizona law:** (if you need more space, attach a separate page):

Name	Age	Relationship	Address

6. **This is the correct county in which to file the probate because the person who died was a resident of this county or owned property in this county at the time of death.**

7. **To the best of my knowledge,** (check one box)
   - ☐ no personal representative for the estate has been appointed in this state or elsewhere

   OR

   - ☐ a personal representative for the estate has been appointed in this state or elsewhere:
     _____ (name of the person)
     _____ (name of state)

8. ☐ I have **OR** ☐ I have not received a demand for notice from any interested person, and
   ☐ I am **OR** ☐ I am not aware of any demand for notice by any interested person or any proceedings concerning the person who died, in this state or elsewhere.

9. ☐ I believe that the person who died had no Will. (Check the box only if there is not a Will.) I exercised reasonable diligence, and I am not aware of any unrevoked Will, amendment to a Will, or a trust signed by the person who died that relates to property in this state.

   OR

   ☐ I believe that the Will dated _____was validly executed and is the last Will of the person who died. I exercised reasonable diligence, and I am not aware of any document that revokes the Will, or any amendment to the Will signed by the person who died.

10. **I have priority for appointment as Personal Representative because there <u>is</u> a will and:**
    (Check boxes that apply – ***if*** there is a will)
    - ☐ I am named as personal representative in the Will of the person who died;
    - ☐ I am the surviving spouse of the person who died and am named in the Will;
    - ☐ I am another person named in the Will of the person who died;
    - ☐ I am the surviving spouse of the person who died;
    - ☐ I am another person entitled to inherit the property of the person who died because (explain):

    _____

    _____

11. **The names, relationships and addresses of all parties who have a prior or equal right to appointment under A.R.S. 14-3203 are** (if you need more space, attach a separate page):

Name	Relationship	Address

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Case No. _____

12. **BOND INFORMATION:** (Check one box)

☐ **A bond is not required** of the Personal Representative under A.R.S. 14-3603 because all the legal **heirs have filed** written waivers of bond. **I request to be appointed Personal Representative to administer the estate without bond**,

OR

☐ **A bond is not required because the Will waives the bond** for the Personal Representative. **I request to be appointed Personal Representative to administer the estate without bond,**

OR

☐ **A bond is required of the Personal Representative under A.R.S. 14-3603 because all the legal heirs have not filed written waivers of bond** and my best estimate of the fair market value of all the property owned by the person who died and subject to the probate jurisdiction of the Court is as follows:

Personal Property	$_____
Real Property (less encumbrances)	$_____
Expected annual income of Estate	$_____
TOTAL	$_____

I request to be appointed Personal Representative to administer the estate with a bond as might be required.

13. **The time for informal appointment has not expired under A.R.S. 14-3108 because:** (check which box is true)

☐ **Two years have <u>not</u> passed since the death of the person; OR**

☐ **Other (Explain)** (See a lawyer to help with this, if more than 2 years have passed):

_____

_____

_____

_____

OATH or AFFIRMATION AND VERIFICATION OF APPLICANT

The Applicant states under oath or affirms that the statements in the Application are accurate and complete to the best of his or her knowledge and belief.

_____
Signature of Applicant

SUBSCRIBED AND SWORN TO or AFFIRMED before me this _____ day of _____ ,_____

by_____

My Commission Expires: _____

_____
Deputy Clerk/Notary Public

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Person Filing:_____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____
Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA
GRAHAM COUNTY

In the Matter of the Estate of

_____
☐ an Adult OR ☐ a Minor, deceased

Case No.: PB _____

NOTICE OF APPLICATION IN INFORMAL PROCEEDING

NOTICE IS GIVEN that _____ (Name of Personal Representative) has filed an informal proceeding relating to this Estate as follows (check one box):

☐ **An Application for Appointment of Personal Representative Without a Will** (Check the box only if there is **no will**) **OR**

☐ **An Application for Informal Probate of a Will and for Appointment of Personal Representative** (Check the box only if there **is** a will)**.**

The Probate Registrar will consider the Application on _____(date and time Personal Representative will go to court to file the Application) at the office of the Probate Registrar, Superior Court of Arizona in Graham County, at (check one box)

☐ **GRAHAM COUNTY SUPERIOR COURT**
800 WEST MAIN STREET
SAFFORD, ARIZONA 85546

☐

☐

☐

DATED: _____

_____
Signature

_____
Print Name

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Person Filing:_____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____

Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of the Estate of

Case Number: _____

PROOF OF DELIVERY OR MAILING NOTICE OF APPLICATION IN INFORMAL PROCEEDING

_____
☐ an Adult OR ☐ a Minor, deceased

1. I delivered or mailed by first class mail, postage prepaid a copy of the **Notice of Application in Informal Proceeding** on _____ (date) according to the requirements of law as follows:

   A. To any person who filed a written demand for notice with the court as required by A.R.S. 14-3306.
   B. To any person who has a prior or equal right to appointment, unless he or she waived notice in writing and it is filed with this court.

2. I delivered or mailed the **Notice of Application in Informal Proceedings** to the following people on the following dates:

NAME	ADDRESS	DATE MAILED OR DELIVERED

Signature _____ Print Name _____

SUBSCRIBED AND SWORN TO OR AFFIRMED before me this _____ day of _____,_____

By:_____

My Commission Expires: _____

_____
Deputy Clerk/Notary Public

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Person Filing:_____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____

FOR CLERK'S USE ONLY

Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of:

Case Number: PB _____

DECLARATION SUPPORTING PUBLICATION

_____
☐ An Adult ☐ A Minor ☐ Deceased

UNDER PENALTY OF PERJURY, I STATE THESE FACTS:

1. I am the Petitioner or Applicant and make these statements to show the circumstances why notice by Publication was used, and to show how service by publication was done.

2. Here are the names of people entitled to notice of this matter to whom I gave notice by publication:

- **Name:** _____
  Last Known Address: _____
  Last Date I Tried to Find Person: _____
  Relationship to Protected or Deceased person: _____

- **Name:** _____
  Last Known Address: _____
  Last Date I Tried to Find Person: _____
  Relationship to Protected or Deceased person: _____

- **Name:** _____
  Last Known Address: _____
  Last Date I Tried to Find Person: _____
  Relationship to Protected or Deceased person: _____

- **Name:** _____
  Last Known Address: _____
  Last Date I Tried to Find Person: _____
  Relationship to Protected or Deceased person: _____

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3. I made a diligent search to find out the residence and whereabouts of all persons entitled to notice but failed to find any information concerning the residence or whereabouts of one or more of those persons.

4. I contacted the persons listed below to find out the location of the persons entitled to notice. (Note: There is no exact minimum number of persons you must contact. It may be more or less than five as required to satisfy the Court you have made every reasonable effort to locate every person entitled to notice.). Attach additional pages as necessary to show all the persons you contacted.

Name of Person Entitled to Notice: _____
Name of Person I Contacted: _____
Address of Person I Contacted: _____

Name of Person Entitled to Notice: _____
Name of Person I Contacted: _____
Address of Person I Contacted: _____

Name of Person Entitled to Notice: _____
Name of Person I Contacted: _____
Address of Person I Contacted: _____

Name of Person Entitled to Notice: _____
Name of Person I Contacted: _____
Address of Person I Contacted: _____

Name of Person I am Looking for: _____
Name of Person I Contacted: _____
Address of Person I Contacted: _____

5. ABOUT THE PUBLICATION.

☐ **NOTICE OF HEARING was published** in a newspaper in this County on the following dates.

A. _____, B. _____ , C._____ .

☐ **PROOF OF PUBLICATION IS ATTACHED**. **(REQUIRED)**
(Attach an "Affidavit of Publication" supplied by the newspaper that published the notice.)

By signing this document, I state to the Court, under penalty of perjury that the information presented is true and correct to the best of my knowledge and belief.

_____ _____
Date Signed Petitioner's Signature

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Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

Representing ☐ Self, without a Lawyer or ☐ Attorney for ☐ Petitioner OR ☐ Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of the Estate of:

_____

☐ an Adult or ☐ a Minor, deceased

Case No: PB _____

☐ **STATEMENT OF INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE**
(Person Died Without a Will - "Intestate Estate")

OR

☐ **STATEMENT OF INFORMAL PROBATE OF A WILL AND INFORMAL APPOINTMENT OF A PERSONAL REPRESENTATIVE**
(Person died With a Will – "Testate Estate")

THE PROBATE REGISTRAR FINDS:

1. An Application for Informal Appointment of a Personal Representative has been submitted by _____, requesting the following:

- ☐ **(Check the box only if there is no Will)** The appointment of _____ as the Personal Representative to administer the estate of the person who died without a Will,
- ☐ **(Check the box only if there is a Will)** The admission to probate of the Will of the person who died dated _____,
- ☐ **(Check the box only if there is a Will)** The appointment of _____ as the Personal Representative to administer the estate of the person who died with a Will.

2. ☐ The Probate Registrar has found compliance with A.R.S. 14-3303 and is satisfied that the Will is entitled to probate.

☐ The Probate Registrar has found compliance with A.R.S. 14-3308 and is satisfied that the person named below is entitled to appointment as Personal Representative under Arizona law.

THEREFORE:

1. (Name) _____, is appointed as Personal Representative of the estate of the person who died.

2. ☐ **(Check the box only if there is a Will)** The Will of the person who died, dated _____ is admitted to informal probate.

3. ☐ No bond is required OR ☐ the Personal Representative shall post a bond in the amount of $_____ with this Court. Letters will be issued to the Personal Representative upon accepting and posting a bond (if required).

4. The Personal Representative shall immediately notify the Court in these proceedings of any change in his or her address and shall be responsible for the costs resulting from his or her failure to do so.

DATED: _____

_____
Probate Registrar

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Person Filing:_____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____

Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

In the Matter of the Estate of:

_____

☐ an Adult OR ☐ a Minor, deceased

Case No.: PB_____

LETTERS OF APPOINTMENT OF PERSONAL REPRESENTATIVE AND ACCEPTANCE OF APPOINTMENT AS PERSONAL REPRESENTATIVE

LETTERS OF PERSONAL REPRESENTATIVE

_____ (name) is appointed as Personal Representative of this Estate without restriction except as follows:

_____

_____

_____

_____

WITNESS: _____ (date)

DARLEE MAYLEN
Clerk of the Superior Court

By _____
Deputy Clerk

ACCEPTANCE OF APPOINTMENT

I accept the duties of Personal Representative of the Estate of the above-named person who has died and do solemnly swear or affirm that I will perform the duties as Personal Representative according to law.

DATED: _____

_____
Signature of Personal Representative

Subscribed and sworn to or affirmed before me this ____ day of _____,_____, by_____

My Commission Expires: _____

_____
Deputy Clerk/Notary Public

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Person Filing: _____
Address (if not protected):_____
City, State, Zip Code:_____
Telephone:_____
Email Address:_____
Lawyer's Bar Number:_____
Licensed Fiduciary Number: _____
Representing ☐ **Self, without a Lawyer or** ☐ **Attorney for** ☐ **Petitioner OR** ☐ **Respondent**

SUPERIOR COURT OF ARIZONA
IN GRAHAM COUNTY

In the Matter of the Estate of:

_____
A deceased ☐ Adult OR ☐ Minor

Case Number: PB _____

ORDER TO PERSONAL REPRESENTATIVE AND ACKNOWLEDGMENT AND INFORMATION TO HEIRS/DEVISEES

The best interest of this estate is of great concern to this Court. As Personal Representative, you are subject to the power of the Court. Therefore, to help avoid problems and to assist you in your duties, this Order is entered. You are required to be guided by this Order and to obey it.

This Court will not review or supervise your actions as Personal Representative unless an interested party files a written request to the Court. In Arizona, if you are a beneficiary of an estate, you are expected to protect your own interests in the estate. The Personal Representative is required to provide sufficient information to the beneficiary to permit the beneficiary to protect his or her interests. The Court may hold a Personal Representative personally liable and responsible for any damage or loss to the estate resulting from a violation of the Personal Representative's duties. The following is an outline of some of your duties as Personal Representative:

DUTIES OF THE PERSONAL REPRESENTATIVE: The duties of the Personal Representative are found in Chapter 3, Title 14 of the Arizona Revised Statutes (from now on called "A.R.S."). You are responsible for knowing and doing your duties according to these statutes. Some of the duties are as follows:

1. **GATHER, CONTROL AND MANAGE ESTATE ASSETS.** As Personal Representative you have the duty to gather and control all assets that belonged to the decedent (the person who has died) at the time of his or her death. After the valid debts and expenses are paid, you have the duty to distribute any remaining assets according to the decedent's Will or, if there is no Will, to the intestate heirs of the decedent. As Personal Representative, you have the authority to manage the estate assets, but you must manage the estate assets for the benefit of those interested in the estate.

2. **FIDUCIARY DUTIES.** As Personal Representative you are a fiduciary. This means you have a legal duty of fairness and impartiality to the beneficiaries and the creditors of the estate. You must be cautious and prudent in dealing with estate assets. As Personal Representative, the estate assets do not belong to you and must never be used for your benefit or mixed with your assets or anyone else's assets. Arizona law prohibits a Personal Representative from participating in transactions that are a conflict of interest between you, as Personal Representative, and you as an individual. Other than receiving reasonable compensation for your services as Personal Representative, you may not profit from dealing with estate assets.

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3. PROVIDE NOTICE OF APPOINTMENT. Within **30 (thirty)** days after your Letters of Appointment as Personal Representative are issued, you must mail notice of your appointment to the Arizona Department of Revenue and to the heirs and devisees whose addresses are reasonably available to you. If your appointment is made in a formal proceeding, you need not give notice to those persons previously noticed of a formal appointment proceeding. See A.R.S. §14-3705.

4. PROVIDE NOTICE OF ADMISSION OF WILL TO PROBATE. Within 30 days of the admission of the Will to informal probate, you must give written notice to all heirs and devisees of the admission of the Will to probate, together with a copy of the Will. You must notify the heirs that they have 4 (four) months to contest the probate. See A.R.S. §14-3306.

5. MAIL COPIES of this *ORDER TO PERSONAL REPRESENTATIVE*. WITHIN 30 DAYS AFTER YOUR LETTERS OF PERSONAL REPRESENTATIVE ARE ISSUED, YOU MUST MAIL A COPY OF THIS *ORDER TO PERSONAL REPRESENTATIVE AND ACKNOWLEDGMENT AND INFORMATION TO HEIRS/DEVISEES*, to all the heirs or devisees of the estate and to any other persons who have filed a demand for notice. See A.R.S. §14-3705.

6. FILE PROOF OF COMPLIANCE. Within **45 days** after your Letters of Appointment as Personal Representative are issued, you must file with the Court a notarized statement swearing or affirming that a copy of this Order was mailed to each devisee, to each heir in intestate (no will) estates and to any other persons who have filed a demand for notice.

7. PUBLISH NOTICE. Unless a predecessor personal representative already has fulfilled this duty or you were appointed more than two years after the decedent's date of death, you must publish a notice once a week for three (3) consecutive weeks in _____ County in a newspaper of general circulation that announces your appointment as Personal Representative and tells creditors of the estate that, unless they present their claims against the estate within the prescribed time limit, the claims will not be paid. In addition, you must mail a similar notice to all persons you know are creditors of the estate. *See* A.R.S. § 14-3801.

8. PROTECT ASSETS. You must immediately find, identify, and take possession of all the estate assets and make proper arrangements to protect them. See A.R.S. §14-3709. All property must be re-titled to show ownership in the name of the estate --such as "Estate of (decedent's name), by (your name) as Personal Representative." **Do not** put the estate assets into your name, anyone else's name, joint accounts, trust accounts ("in trust for"), or payable on death ("POD") accounts. **Do not** list yourself or any other person as joint owner or beneficiary on any bank accounts or other assets belonging to the estate. Do not mix any estate assets with your own assets or anyone else's assets.

If your authority as Personal Representative has been limited by the Court, you must promptly protect the estate assets as ordered, and file a Proof of Restricted Assets with the Court. You may not sell, encumber, distribute, withdraw or otherwise transfer restricted assets without first obtaining permission from the Court.

9. DETERMINE STATUTORY ALLOWANCES. It is your responsibility to determine whether any individuals are entitled to statutory allowances under A.R.S. §14-2402, 2403, and 2404. Statutory allowances include a homestead allowance, exempt property allowance, and a family allowance.

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10. INVENTORY ASSETS. Unless a predecessor personal representative already has fulfilled this duty, within 90 days after your Letters of Appointment as Personal Representative are issued, you must prepare an inventory or list of the decedent's probate assets and their values as of the date of death. *See* A.R.S. § 14-3706. The inventory must be either (1) filed with the Court and mailed to all interested persons who request it, or (2) not filed with the Court, but mailed or delivered to: (a) each of the heirs if the decedent died intestate or to each of the devisees if the decedent's will was admitted to probate; and (b) to any other interested person who requests a copy of the inventory.

11. STANDARD OF CARE. In administering estate assets, you must observe the standards of care applicable to a trustee, including the prudent investor rules. See A.R.S. §§14-10801 et. seq. and 14-10901 et seq.

12. KEEP DETAILED RECORDS. You must keep detailed records of all receipts and expenses of the estate. You are required to provide an account of your administration of the estate to all persons affected by the administration. See A.R.S. §14-3933.

13. PAY VALID DEBTS AND EXPENSES. You must determine which claims and expenses of the estate are valid and should be paid. You must provide to any creditor whose claims are not allowed prompt written notification that they will not be paid or will not be paid in full. See A.R.S. §14-3806. To the extent there are enough assets in the estate, you are responsible for the payment of any estate debts and/or expenses you know about or can find out about. If there are not enough estate assets to pay all debts and expenses, you must determine which debts and expenses should be paid according to the law. See A.R.S. §14-3805. You may be personally liable if you pay a debt or expense that should not be paid.

14. PAY TAXES. It is your responsibility to determine that all taxes are paid and that all tax returns for the decedent and the estate are prepared and filed.

15. DISTRIBUTE REMAINING ASSETS. After payment of all debts and expenses of the estate, you must distribute estate assets as directed in the Will or, if there is not a Will, to the intestate heirs. If there are not enough assets in the estate to make the gifts as set forth in the Will, it is your responsibility to determine how the distributions should be made as required by law. See A.R.S. §§14-3902 and 14-3907. You may be personally liable if you make an improper distribution of estate assets.

16. CHANGE OF ADDRESS. Until the probate is closed and you are discharged as Personal Representative, you must notify the Court in writing if you change your home or mailing address.

17. PAYMENT AS PERSONAL REPRESENTATIVE. As Personal Representative, you are entitled to reasonable compensation. See A.R.S. §14-3719 and Maricopa County Local Rule 5.7. Arizona statutes do not designate percentage fees for your work or say how much a Personal Representative should be paid. You must keep receipts to prove out-of-pocket expenses. In determining whether a fee is reasonable, the Court will consider the following factors:

a. The time required (as supported by detailed time records), the novelty and difficulty of the issues involved, and the skill required to do the service properly;
b. The likelihood that your acceptance as Personal Representative will preclude other employment;
c. The fee normally charged in the area for similar services; (continues on next page)

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d. The nature and value of estate assets, the income earned by the estate, and the responsibilities and potential liability assumed by you as Personal Representative;
e. The results obtained for the estate;
f. The time limitations imposed by the circumstances;
g. The experience, reputation, diligence and ability of the person performing the services;
h. The reasonableness of the time spent and service performed under the circumstances; and,
i. Any other relevant factors.

18. COURT INVOLVEMENT. Usually, to reduce estate expenses, estates are administered and estate claims and expenses are paid, including the fees to the attorney and Personal Representative, with little Court involvement. The Court does not supervise informal probates or the conduct of a Personal Representative. However, if any interested party believes that the estate has not been properly handled or that the fees charged by the attorney or Personal Representative are not reasonable under the circumstances, that party may request that the Court review the account for the Personal Representative's administration of the estate. Any additional Court involvement may result in additional delay and expenses. If appropriate, the Court may assess the additional expense against the estate or the non-prevailing party.

19. CLOSE THE ESTATE. After you have administered the estate and all the assets of the estate have been distributed, the estate must be closed, either formally or informally. In an informal closing, a copy of the Closing Statement is filed with the Court and must be sent to all persons receiving a distribution from the estate. See A.R.S. §14-3933. For a formal closing, see A.R.S. §§14-3931 and 14-3932. ***Usually, the estate should be completely administered and closed within two (2) years of the initial appointment of the Personal Representative***.

This is only a general outline of some of your duties as Personal Representative. This Order does not describe all of your duties and is not a substitute for obtaining professional legal advice. This is a general outline of your duties only. If you have any questions as Personal Representative, before taking any action you should contact an attorney who handles probate estates to find out what to do.

WARNING. Failure to obey a Court Order and the statutory provisions relating to this estate may result in your removal as Personal Representative and other penalties. In some circumstances, you may be held in contempt of court, punished by confinement in jail, fine or both. In addition, if you violate any of your fiduciary duties, you could be held personally liable for any losses for which you are responsible.

DATED: this ___ day of _____, 20___.

_____
Judge / Special Commissioner
Superior Court of Arizona in Maricopa County

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Case No. _____

In the matter of the estate of _____ **:**
Name of the deceased

ACKNOWLEDGMENT OF ORDER TO PERSONAL REPRESENTATIVE AND INFORMATION TO HEIRS/DEVISEES

I, the undersigned, acknowledge receiving a copy of this order and agree to be bound by its provisions, whether or not read before signing, as long as I am Personal Representative.

_____
Date Signed

_____
Signature of Personal Representative

_____
Printed Name

_____
Date Signed

_____
Signature of Personal Representative

_____
Printed Name

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