

Instructions: How to file a Claim against the Estate

1. Who can file a claim: Generally, you must reasonably believe that the person who died owes you money.
2. When a claim must be filed: You are not required to file a claim against the estate if the personal representative has paid you or is making arrangements with you to pay what is owed from the decedent's property. But here is what the law currently provides as to creditors:
 - All persons unknown to the personal representative, having claims against the estate are required to present their claims within four months after the date of the first publication of the notice to creditors or the claims will be forever barred.
 - All persons known to the personal representative, having claims against the estate are required to present their claims within four months after receipt of the notice to creditors by mail or the claims will be forever barred.
 - Claims must be presented by delivering or mailing a written statement of the claim to the personal representative at his or her address; you do not need to file the claim in court, unless you want to.
3. How to file a claim against the estate with the court: If you are a person to whom the estate owes money, and you want to file the claim with the court, complete a claim against the estate form, which is included in this packet. File the original with the Probate Registrar, at the court location where you filed the application, which is one of the locations listed below.

Downtown Phoenix:
Central Court Building, 1st Floor
201 West Jefferson
Phoenix, AZ 85003

Northeast Phoenix:
Northeast Regional Court Facility
18380 North 40th Street
Phoenix, AZ 85032

Surprise:
Northwest Regional Court Facility
14264 West Tierra Buena Lane
Surprise, AZ 85374

Mesa:
Southeast Court Facility, 1st Floor
222 East Javelina Avenue
Mesa, AZ 85210

4. Charge to file the claim in court: a list of current fees is available from the law library resource center website or from the clerk of superior court's website. You do not need to pay anything to mail the claim to the personal representative.