

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Informal Probate checklist

Please complete the checklist below and include with the application. Applications missing any components listed will be rejected.	
Probate Cover Sheet and Information Form	
<input type="checkbox"/>	Is the Probate Cover Sheet completely filled out and is the correct Nature of Action checked?
<input type="checkbox"/>	Is the Probate Information Form for Decedent’s Estate completely filled out and signed?
Original Will	
<input type="checkbox"/>	Is the ORIGINAL WILL signed, with two (2) witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• If you do not have the signed original will, you cannot go through the Informal process. The signed original will is needed on testate estates ONLY.</li> </ul>
<input type="checkbox"/>	Was the ORIGINAL WILL signed on or after October 1, 2019? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• If the will was signed on or after October 1, 2019, and is not made self-proved as described in A.R.S. § 14-2504, are both of the witnesses disinterested (i.e., not a devisee and not related to a devisee by blood, marriage, or adoption)?</li> </ul> If the answer to this question is not “yes,” the will is not valid. (See A.R.S. § 14-2505.)
Application for Informal Appointment of Personal Representative	
<input type="checkbox"/>	Is the <i>Application for Informal Appointment of Personal Representative</i> completely filled out with all questions answered? Is it signed and notarized?
<input type="checkbox"/>	Is the Date of death completed (#3 on the <i>Application</i> )?
<input type="checkbox"/>	Is the date of the will on the <i>Application</i> (#4 and #9,) the same as the date(s) on the Will?
<input type="checkbox"/>	Are the surviving spouse, surviving children, heirs, and anyone entitled to take property listed (#5 on the <i>Application</i> )?
<input type="checkbox"/>	Is the “tardy” language / restrictions included on <i>Application</i> (if applicable) (#13)? <ul style="list-style-type: none"> <li>• Only needed if it has been more than two (2) years since the date of death.</li> </ul>
Statement of Informal Appointment	
<input type="checkbox"/>	Is the <i>Statement of Informal Appointment</i> completely filled out?

<input type="checkbox"/>	Is the date on the <i>Statement of Informal Appointment</i> (“ <i>THE PROBATE REGISTRAR FINDS: #1</i> , and “ <i>THEREFORE</i> ”, #2) the same as the date(s) on the Will?
<input type="checkbox"/>	Is the “tardy” language / restrictions included on <i>Statement of Informal Appointment</i> (if applicable) (should be manually entered after “ <i>THEREFORE</i> ”, #4)
Letters and Acceptance of Appointment	
<input type="checkbox"/>	Is the “tardy” language / restrictions included on the <i>Letters and Acceptance of Appointment</i> (if applicable)?
<input type="checkbox"/>	Have you signed and dated page 2 of the <i>Letters and Acceptance of Appointment</i> ?
Other	
<input type="checkbox"/>	Is the <i>Waiver of Bond</i> included, signed, and notarized (if applicable)?
<input type="checkbox"/>	Are the <i>Waiver of Right to Appointment as Personal Representative and Consent to Appointment of Personal Representative</i> included, signed, and notarized (if applicable)?
<input type="checkbox"/>	Is the <i>Order to Personal Representative and Acknowledgement and Information to Heirs/Devises</i> signed by the proposed Personal Representative?
<input type="checkbox"/>	<p>Is the Training Certificate for the proposed Personal Representative included?</p> <ul style="list-style-type: none"> <li>To complete the training, go to the following website:</li> </ul> <p>(English)</p> <p><a href="http://www.azcourts.gov/educationservices/COJET-Classroom/Probate-Personal-Representative">http://www.azcourts.gov/educationservices/COJET-Classroom/Probate-Personal-Representative</a></p> <p>(Spanish)</p> <p><a href="https://azcourthelp.org/finder/probate/conservatorship/28-conservatorship-form-training-english/file">https://azcourthelp.org/finder/probate/conservatorship/28-conservatorship-form-training-english/file</a></p>