

Law Library Resource Center

## Procedures: How to Close the Estate

Use this Packet if:

- ✓ You have been appointed the Personal Representative of the Estate more than four months ago.
- ✓ You have published the Notice to Creditors more than four months ago.
- ✓ You have collected and distributed the assets of the Estate, paid all valid creditor claims, and you want to close the Estate.

To close the Estate:

1. Complete the Final Accounting of Decedent's Estate.
2. Complete the Closing Statement.
3. Make copies of the Final Accounting of Decedent's Estate and the Closing Statement for yourself and keep them for your records.
4. Mail a copy of the Final Accounting of Decedent's Estate to all distributees and heirs of the Estate.
5. Mail a copy of the Closing Statement to each distributee or heir to the estate, any creditors that have filed any claims and any other person who filed a Demand for Notice of the proceedings.
6. File the original Closing Statement: You can bring the Closing Statement to court, or you can mail it.
  - In person. File the original Closing Statement with the Clerk of Superior Court at one of the following locations and bring your copy of the Closing Statement with you if you would like the Clerk to stamp your copy with proof of filing and the date filed:

Downtown Phoenix: Old Courthouse Filing Counter 125 W. Washington, 1st floor Phoenix, AZ 85003	Downtown Phoenix: Central Court Building 201 West Jefferson, 1st floor 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 222 East Javelina Avenue, 1st floor Mesa, AZ 85210	

Or

- By mail. Mail the original and one copy of the completed and signed Closing Statement along with a self-addressed, stamped return envelope to:

Clerk of Superior Court - Probate Department  
Superior Court of Arizona in Maricopa County  
Central Court Building, 1st Floor  
201 West Jefferson  
Phoenix, AZ 85003

The Clerk will stamp your copy with proof of filing and the date filed and mail it back to you. This will ensure that your file contains a copy of the Closing Statement reflecting the date it was filed with the Probate Court Clerk.

**NOTE:** If no one objects to your Closing Statement within a year after you file it, then your appointment as Personal Representative ends automatically.