

# SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

## INFORMAL CHECKLIST

Please complete the checklist below and include with the application.  
Applications missing any components listed will be rejected.

<b>Probate Cover Sheet</b>	
<input type="checkbox"/>	Is the Probate Information Cover Sheet completely filled out and is the correct Nature of Action checked?
<b>Original Will</b>	
<input type="checkbox"/>	<p>Is the <b>ORIGINAL WILL</b> signed, with two (2) witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>If you do not have the signed original will, you <b>cannot</b> go through the Informal process. The signed original will is needed on testate estates ONLY.</li> </ul>
<input type="checkbox"/>	<p>Was the <b>ORIGINAL WILL</b> signed <b>on</b> or <b>after</b> October 1, 2019? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <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> <p>If the answer to this question is not "yes," the will is not valid. (See A.R.S. § 14-2505.)</p>
<b>Application</b>	
<input type="checkbox"/>	Is the Application for Informal Probate completely filled out with <b>all</b> questions answered? Is it signed and notarized?
<input type="checkbox"/>	Is the Date of death completed ( <b>#3 on the Application</b> )?
<input type="checkbox"/>	Is the date of the will on the <i>Application</i> ( <b>#4 and #9,</b> ) 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 ( <b>#5 on the Application</b> )?
<input type="checkbox"/>	<p>Is the "tardy" language / restrictions included on <i>Application</i> (<b>if applicable</b>) (<b>#13</b>)?</p> <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>
<b>Statement</b>	
<input type="checkbox"/>	Is the <i>Statement</i> completely filled out?
<input type="checkbox"/>	Is the date on the <i>Statement</i> (" <b>THE PROBATE REGISTRAR FINDS: #1,</b> and " <b>THEREFORE</b> ", <b>#2</b> ) the same as the date(s) on the Will?
<input type="checkbox"/>	Is the "tardy" language / restrictions included on <i>Statement</i> ( <b>if applicable</b> ) ( <b>should be manually entered after "THEREFORE", #4</b> )?
<b>Letters</b>	
<input type="checkbox"/>	Is the "tardy" language /restrictions included on the <i>Letters of Appointment</i> ( <b>if applicable</b> )?
<input type="checkbox"/>	Is the Letters and Acceptance of Appointment as Personal Representative signed by the proposed Personal Representative?

<b>Other</b>	
<input type="checkbox"/>	Is the <b>Waiver of Bond</b> included, signed, and notarized <b>(if applicable)</b> ?
<input type="checkbox"/>	Are the <b>Waiver of Right to Appointment as Personal Representative and Consent to Appointment of Personal Representative</b> included, signed, and notarized <b>(if applicable)</b> ?
<input type="checkbox"/>	Is the <b>Order to Personal Representative and Acknowledgement and Information to Heirs/Devisees</b> 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:            (English)  <a href="http://www.azcourts.gov/educationservices/COJET-Classroom/Probate-Personal-Representative">http://www.azcourts.gov/educationservices/COJET-Classroom/Probate-Personal-Representative</a>            (Spanish)  <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> </li> </ul>