INFORMAL PROBATE

Do not copy or file this page

2

Application for Appointment as Personal Representative

Part 2: The Appointment, Notice of Appointment, Inventory and Appraisement (Instructions and Forms Packet)

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED
PBIP4c – **5272** - 020926

Law Library Resource Center

Informal probate
First steps after appointment

CHECKLIST

Do not copy or file this page

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

- ✓You have been appointed the Personal Representative of the estate of a person who died.
- ✓You have signed the Acceptance of Appointment and are ready to give notice that you have been appointed.

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.

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

Law Library Resource Center

Informal probate application for appointment as personal representative

PART 2: First Steps After Appointment

This packet contains court forms and instructions to file informal probate application for appointment as personal representative. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Do not copy or file this page

Order	File Number	Title	No. Pp.
1	PBIP4k	Checklist for this Packet	1
2	PBIP4t	Table of Contents (this page)	1
3	PB13h	Helpful Information: Special Handling for Confidential Documents	1
4	PBIP40p	Procedures: What to do after you are appointed Personal Representative	2
5	PBIP41f	***Notice of Appointment***	**2**
6	PBIP42f	***Proof of Notice***	**2**
7	PBIP43f	***Notice to Creditors***	**2**
8	PBIP44f	***Letter to Publisher About Creditors***	**1**
9	PBIP45f	***Proof of Notice to Creditors***	**2**
10	PBIP46f	***Inventory and Appraisement***	**7**

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

Law Library Resource Center

Special handling for confidential documents*

Each "confidential document" and each copy of the confidential document must be submitted to the Clerk of Superior Court in its own, *un*-sealed (9"x12") envelope.* The following documents are considered to be "confidential:"

- Probate Information Form
- Medical Reports and Records
- Budgets
- Inventories and Appraisements
- Accountings
- Credit Reports
- Any other document ordered by the court to be "Confidential"

*A separate envelope is required for *each* confidential document, as well as each copy of the confidential document. The following information must appear on the outside of each envelope:

1. Case name and number ("In the Matter of *xxxxx*" and "PB 202X-xxxxxx"),
2. Name of the document ("Annual Accounting," "Annual Report," "Medical Records," etc.)
3. Name of the party filing the document, and
4. The words "Confidential Document"

Do not copy or file this page

"Confidential Information" in *Non*-Confidential Documents*

Documents not labeled and submitted as "Confidential" must not contain "confidential information." "Confidential information" is any of the following:*

- The Social Security Number of a living person
- Any financial account number (including those for credit card, bank, and brokerage accounts; insurance policies and annuity contracts; and pension, profit-sharing, or retirement accounts) *unless only the last 4 digits are displayed*
- Any other information determined by the court to be "Confidential"

On its own, or on the request of any party, the court may order that:

1. A document containing confidential information be filed as "a confidential document," or
2. Confidential information contained in a non-confidential document be *redacted* (covered up or hidden).

Filing confidential information in a non-confidential document is prohibited. The court may impose appropriate sanctions on a person who violates the confidentiality rules.

*Rule 8, Arizona Rules of Probate Procedure

©Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

Law Library Resource Center

Procedures: What to do after you are appointed Personal Representative

Use this packet only if you have been appointed the Personal Representative of the Estate in an Informal Probate proceeding.

STEP 1. Notify Interested Persons (other than creditors):

A. Within 30 days of your appointment and the issuance of letters, you must notify all interested persons of your appointment. Interested persons include:

- The decedent's spouse, children, and heirs or beneficiaries.
- Anyone else who might have priority for appointment as a personal representative, as well as any trustees if the decedent had a trust.

B. Notice must be sent by certified or registered mail or delivery. They must receive a copy of the following:

- Notice of Appointment and/or Admission of Will
  - If your case involves a will, check the boxes that say appointment and admission, otherwise only check the boxes that say appointment of personal representative.
  - If there is a will, attach a copy of the will to the notice.
- Order to Personal Representative

C. Complete and file the Proof of Notice of Informal Appointment with the Clerk of Superior Court.

STEP 2. Notify Creditors:

A. A creditor is a person or entity to whom the decedent owed money. You are required to give notice directly to any creditors you know about. You are also required to publish notice in a newspaper in case there are creditors you do not know about.

B. Complete the Notice to Creditors included in this packet and mail to all creditors you know about. File the original Notice to Creditors with the Clerk of Superior Court.

C. Publish the Notice to Creditors in a newspaper of general circulation in Maricopa County once a week for 3 weeks in a row. Use the letter in this packet to help you. (The newspaper will usually file the original affidavit of publication and return a copy to you. If the newspaper returns the original affidavit of publication to you, file it with the Clerk of Superior Court.)

©Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

D. Complete the Proof of Notice to Creditors and file the original with the Clerk of Superior Court.

STEP 3.

Initial Tasks to Handle the Estate:

A. Inventory and Appraisement of Assets in The Estate:

- Within 90 days after your appointment as personal representative you must prepare an inventory of property owned by the decedent. You must:

  1) List the property with reasonable detail,
  2) Estimate its fair market value,
  3) Indicate whether it was held as community or separate property, and
  4) What kind and amount of any encumbrances/liens might exist on the property.

  You can hire an appraiser to determine fair market value if there is reasonable doubt about some asset. Be sure the appraiser is qualified and disinterested. List the name(s) and address(es)of the appraisers on the inventory, and list which item(s) was/were appraised.

- After the inventory is completed, do one of the following:

  1) File the inventory with the court and send copies to any interested person who requests it, OR

Warning: This form is identified as a "Confidential Document." Please refer to the "Special Handling for Confidential Documents," (form PB13h) included within this packet for instructions on how to properly file this form.

  2) You can choose not to file the inventory, but then you must deliver or mail a copy to each of the heirs or people named in the will and any other interested person who requests it.

Note: at any time while you are administering the estate you realize that you failed to list some item in the inventory or the value or description of the asset was wrong, you must file a supplementary inventory with the new information. You must then file it with the court and give copies to interested parties who request it only, or if you choose not to file it, then give copies to all interested persons.

©Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

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 _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of the Estate of:

_____
☐ an Adult or ☐ a Minor, deceased

Case Number: _____

NOTICE OF:

☐ INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE (Person died without a Will – "Intestate Estate"),

OR

☐ INFORMAL APPOINTMENT OF A PERSONAL REPRESENTATIVE AND ADMISSION OF WILL (Person died with a Will – "Testate Estate")

1. This Notice is being sent to those persons who have, or may have, some interest in the Estate of the person named in the court caption above, who died on _____ (date).

2. My name and address:

   My name is: _____

   My address is: _____

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

Case No. _____

3. Document filed: On _____ I filed the following document with the Court: (Month/Day/Year)

   ☐ Application for Informal Appointment of Personal Representative because the person died without a Will – "intestate estate," OR

   ☐ Application for Informal Probate of Will and For Informal Appointment of Personal Representative because the person died with a Will – "testate estate"

4. Appointment as Personal Representative. On_____(date) the Probate Registrar appointed _____(name) as Personal Representative of the Estate of the person who died.

5. Bond: ☐ No bond is required or ☐ a bond in the amount of $_____ is required which has been filed with the Court

6. Location of papers: Documents relating to the Estate are on file with the Court, and available for your review at any Clerk of Superior Court records location:

Clerk of Superior Court Customer Service Center 601 West Jackson Street Phoenix, Arizona 85003	Clerk of Superior Court Southeast Court Complex 222 East Javelina Avenue, 1st floor Mesa, Arizona 85210
Clerk of Superior Court Northwest Court Complex 14264 West Tierra Buena Lane Surprise, Arizona 85374	Clerk of Superior Court Northeast Regional Court Center 18380 North 40th Street Phoenix, Arizona 85032

7. Copy of Will (Only if there is a Will): A copy of the Will is attached to this notice for you.

8. Deadline to contest: If you wish to contest the probate, you have four (4) months from the date you first receive Notice to begin a formal probate case.

DATED: _____ _____
(Month/Day/Year) Signature

_____
Printed Name

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

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 _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of the Estate of:

_____

☐ an Adult or ☐ a Minor, deceased

Case Number: _____

PROOF OF NOTICE OF:

☐ INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE

OR

☐ INFORMAL APPOINTMENT OF A PERSONAL REPRESENTATIVE AND ADMISSION OF WILL

AND ORDER TO PERSONAL REPRESENTATIVE

1. Document: I delivered or mailed by certified or registered mail, postage prepaid a copy of the following document: (Check one box)

   ☐ (If no Will exists) NOTICE OF INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE and separate ORDER TO PERSONAL REPRESENTATIVE (Person died without a Will – "Intestate Estate"), OR

   ☐ (If a Will exists) NOTICE OF ADMISSION OF A WILL AND INFORMAL APPOINTMENT OF A PERSONAL REPRESENTATIVE and separate ORDER TO PERSONAL REPRESENTATIVE (person died with a Will – "Testate Estate").

2. PERSONS**.** I sent by certified or registered mail or delivered the document to the following persons entitled to notice of this case. (If you need more room, attach a sheet of paper):

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

Case No.: _____

Name	Address	Date mailed or delivered

Signature _____ Print Name _____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this:
_____ (date)

by _____.

_____ _____
(Notarial Officer Stamp or Seal) Deputy Clerk or Notarial Officer

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

FOR CLERK'S USE ONLY

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 _____

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of the Estate of:

_____

☐ an Adult or ☐ a Minor, deceased

Case Number:_____

NOTICE TO CREDITORS OF INFORMAL APPOINTMENT OF PERSONAL REPRESENTATIVE AND/OR INFORMAL PROBATE OF A WILL

NOTICE IS GIVEN THAT:

1. Personal Representative: (name) _____ has been appointed Personal Representative of this Estate on (date). _____

2. Deadline to make claims. All persons having claims against the Estate are required to present their claims within four months after the date of the first publication of this Notice, or if this Notice is received by mail or delivery, within 60 days of the mailing or delivery, whichever is later. If claims are not timely made, they will be forever barred.

3. Notice of claims: Claims must be presented by delivering or mailing a written statement of the claim to the Personal Representative at (address) _____
_____
_____
_____
_____

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

4. Notice of appointment. A copy of the Notice of Appointment is attached to the copies of this document mailed to all known creditors.

DATED:_____

_____
Personal Representative

_____
Print Name

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

FOR CLERK'S USE ONLY

Print Name

Print Address

Month/Day/Year

Name of Newspaper

Address

RE: Case Number _____

To Whom It May Concern:

Enclosed is a court file-stamped copy of the Notice to Creditors in the above matter. In accordance with A.R.S. § 14-3801, please publish this Notice in your newspaper once a week for three weeks in a row.

Enclosed is a check or money order in the amount of $_____ for the cost of the publication.

Upon receipt of 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 Affidavit of Publication with the Court and send me one copy.

Thank for your help in this matter.

Yours truly,

Sign Your Name

Enclosed: Copy of Notice to Creditors
Check or Money Order (call newspaper ahead of time to find out what the charge is)

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

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 _____

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

In the Matter of the Estate of:

Case Number: _____

PROOF OF NOTICE TO CREDITORS

_____

☐ an Adult or ☐ a Minor, deceased

UNDER PENALTY OF PERJURY

1. Notice. I delivered or mailed by first class mail, postage prepaid a copy of the Notice to Creditors to the following known creditors entitled to such notice (if you need more room, attach a sheet of paper):

   NAME: _____
   ADDRESS: _____
   ☐ MAILED OR ☐ DELIVERED on this date: _____

   NAME: _____
   ADDRESS: _____
   ☐ MAILED OR ☐ DELIVERED on this date: _____

   NAME: _____
   ADDRESS: _____
   ☐ MAILED OR ☐ DELIVERED on this date: _____

2. PUBLICATION. The Notice to Creditors was published in the following newspaper on the following dates. The Affidavit of Publication is filed separately.

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

Case Number:_____

Name of newspaper:_____

Dates of publication: A. ___/___/___, B. ___/___/___, C. ___/___/___.

Signature _____ Print Name_____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this:
_____ (date)

by _____.

_____ _____
(Notarial Officer Stamp or Seal) Deputy Clerk or Notarial Officer

© Superior Court of Arizona in Maricopa County
ALL RIGHTS RESERVED

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 _____

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

In the Matter of:

_____
A Deceased Person

Case Number: _____

INVENTORY AND APPRAISEMENT

Warning: This form is identified as a "Confidential Document."
Please refer to the "Special Handling for Confidential Documents," (form PB13h) included within this packet for instructions on how to properly file this form.

I am the Personal Representative for the decedent, the person who died.

1. True and correct statement: The following inventory of property is a true and correct statement of all the property known to me to be owned by the person who died at his or her death.

2. Total estimated value: The total estimated value of all real and personal property in the estate, as supported by the following itemization of property, is $_____.

3. Description of property and debt. This document accurately describes each item of property, estimates the fair market value of the property as of the date of the decedent's death, describes the nature of the property as community or separate property, and itemizes the type and amount of all debts, mortgages, or liens relating to each item of property.

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED

4. Notice to other parties. A copy of this document was hand-delivered or mailed by first class mail, postage prepaid, to the following persons below: (Attach additional paper if necessary.)

Name	Address	Relationship to Person who Died	Date Mailed or Delivered

_____ _____

Date Signature

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____(date)

By _____.

(Notarial Officer's Stamp or Seal)

_____

Notarial Officer or Deputy Clerk

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED

Case Number: _____

INVENTORY AND APPRAISEMENT OF PROPERTY IN ESTATE
(use additional sheets of paper if necessary)

REAL PROPERTY

1. Street address: _____

Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated Fair Market Value of property in dollars: $ _____

Total estimated Amount owed on property: $ _____

Is Fair Market Value (above) based on appraisal? ☐ Yes ☐ No

If yes, Name of Appraiser: _____

Address of Appraiser: _____

_____

2. Street address: _____

Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated Fair Market Value of property in dollars: $ _____

Total estimated Amount owed on property: $ _____

Is Fair Market Value (above) based on appraisal? ☐ Yes ☐ No

If yes, Name of Appraiser: _____

Address of Appraiser: _____

_____

- For additional real property, please use additional sheets of paper if necessary

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED

Case Number: _____

INVENTORY AND APPRAISEMENT OF PROPERTY IN ESTATE
(use additional sheets of paper if necessary)

PERSONAL PROPERTY

Personal property includes all other property owned by the decedent. It includes (but is not limited to) bank accounts, investment and retirement accounts, insurance policies, vehicles, household items, electronics, jewelry, art, and all other assets owned by the decedent. (Use additional sheets of paper if necessary.)

1. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated amount owed on property: $ _____

Appraised value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

_____

2. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated amount owed on property: $ _____

Appraised value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED

3. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

4. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

5. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED

6. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

7. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

8. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED

9. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

10. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

11. Property description: _____

Property Ownership: ☐ Community property ☐ Separate property

Total estimated property value in dollars: $ _____

Total estimated Amount owed on property: $ _____

Appraised Value of property in dollars: $ _____

Name of Appraiser: _____

Address of Appraiser: _____

For additional personal property, please use additional sheets of paper if necessary.

© Superior Court or Arizona in Maricopa County
ALL RIGHTS RESERVED