

# INFORMAL PROBATE

3

Do not copy  
or file this page

**CLAIM AGAINST  
THE ESTATE**

And/Or

**OBJECTION TO ESTATE  
ADMINISTRATION**

SELF-SERVICE CENTER

**Forms and Instructions**

**INFORMAL PROBATE  
TRANSFER OF PROPERTY WHEN A PERSON HAS DIED**

**1) CLAIM AGAINST THE ESTATE**

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

- ✓ You received notice about a court case involving the property of a person who died (informal probate), OR
- ✓ You believe a person who died owes you money, AND
- ✓ You want to make a claim in the estate case filed with the court before all the property is transferred to others.

**And / Or**

**2) OBJECTION to ESTATE ADMINISTRATION**

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

- ✓ You received notice about a court case involving the property of a person who died (informal probate), OR
- ✓ You believe a person who died owes you money, AND
- ✓ You OBJECT to the way the estate is being administered.

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results. If you need to consult a Lawyer, the Pima County Bar Association offers a Lawyer Referral Service that provides half-hour consultations for a low cost.  
<http://www.pimacountybar.org/>  
The Clerk's office cannot provide legal advice. Employees may be able to offer instruction about how and where to file appropriate paperwork, but will not provide help on issues of law

SELF-SERVICE CENTER

INFORMAL PROBATE

**CLAIM AGAINST THE ESTATE  
AND/OR  
OBJECTION to ESTATE ADMINISTRATION**

This packet contains court forms and instructions to file a claim against the estate and/or objection to estate administration. 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!

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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.

## SELF-SERVICE CENTER

# 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, 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 2 locations listed below.

110 W. Congress St., 1st Floor  
Superior Court Building  
Tucson, AZ 85701  
Tel: (520) 724-4500

4. **CHARGE TO FILE THE CLAIM IN COURT:** A list of current fees is available from the Self Service Center website or from the Clerk of Court's website. You do not need to pay anything to mail the claim to the Personal Representative.



ARIZONA SUPERIOR COURT IN PIMA COUNTY
REQUEST FOR LINGUISTIC ACCOMMODATIONS

IN THE MATTER OF \_\_\_\_\_ ) CASE NUMBER: \_\_\_\_\_
\_\_\_\_\_ ) REQUEST FOR: (Mark One)
\_\_\_\_\_ ) [ ] Court Interpreter
\_\_\_\_\_ ) [ ] ADA Accommodation (ASL, CART, ETC.)

Contact Information of Individual Needing an Interpreter and Attorney Requesting an Interpreter:

- 1. Name: \_\_\_\_\_ Attorney: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City, State, Zip: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. E-mail: \_\_\_\_\_

- 6. Is the interpreter for a party in the case? Check party below.
[ ] Defendant [ ] Plaintiff [ ] Respondent [ ] Witness (Name/s): \_\_\_\_\_
[ ] Victim/Family member (Name/s): \_\_\_\_\_

Witness(es) or Victim/Family Member(s) are for: [ ] Defense or [ ] Prosecution or [ ] Pro Per

- 7. The hearing date is on: \_\_\_\_\_ at: \_\_\_\_\_ [ ] a.m. [ ] p.m. in Division: \_\_\_\_\_

NOTE: If you have a civil or domestic matter and are requesting an interpreter, please ask that the assigned division set this matter AT 10:30 A.M. OR LATER IN THE DAY.

- 8. Do not file for a Waiver or Deferral of Fees as an interpreter will be provided to you at no cost regardless of ability to pay.

- 9. The primary language is: \_\_\_\_\_ Region/Dialect: \_\_\_\_\_

- 10. [ ] This is also a request for an ADA accommodation and the type of interpreter needed is an:
[ ] American Sign Language Interpreter [ ] Lip reader and/or Assisted Listening Device
[ ] CART (can read and articulate, and need to follow the proceedings in written English)
[ ] Mexican Sign Language Interpreter... [ ] Other: \_\_\_\_\_

- 11. [ ] I have filed this form with the Office of the Clerk of the Court for imaging in the case file

- 12. [ ] I have submitted to the Office of the Court Interpreter by email to: CtInterpreter@sc.pima.gov or by fax to: 520-724-8872, a copy of this form 10 business days in advance of my hearing.
If it is an emergency hearing, you must call 520-724-3888 a.s.a.p. Forms are also accepted via U.S. Mail (Arizona Superior Court in Pima County, Office of the Court Interpreter, 110 W. Congress, Ste. W919, Tucson, AZ 85701) or you may hand deliver it to the Superior Courthouse, 9th Floor, Suite W919.

- 13. [ ] I have forwarded a copy to the court division that will hear my case.

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  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the Estate of:

Case Number : \_\_\_\_\_

an Adult  a Minor, deceased

### CLAIM AGAINST ESTATE

1. My name and address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The Estate is indebted to me in the amount of \$\_\_\_\_\_.
3. The basis of my claim is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(NOTE: Complete number 4 or 5 only if either apply to your claim.)

4. The claim is not yet due. It will become due on (date) \_\_\_\_\_
5. The claim is secured by the following property (describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. I am mailing a copy of the Claim against Estate to the Personal Representative, if one has been appointed.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

SELF-SERVICE CENTER

**INSTRUCTIONS: HOW TO FILE AN OBJECTION TO  
ESTATE ADMINISTRATION**

1. **WHO CAN FILE AN OBJECTION:** Generally, you must have some valid interest in the case to be allowed to file an Objection to some part of an Informal Probate of an estate. If you received copies of the papers relating to the probate from the Personal Representative or his/her attorney, you will probably be allowed to file the objection.
2. **WHEN AN OBJECTION MUST BE FILED:** File the Objection immediately after you get the document or notice that you are objecting to.
3. **WHAT TO SAY IN THE OBJECTION:** Tell the court as simply as you can what you object to, and why. Write neatly, and be sure you give enough detail about what your points are.
4. **WHERE TO FILE and pay fee:** To confirm the filing fee, go online to the Clerk of the Court Webpage.

File the original with the Probate Registrar, at the address listed below. Then, mail copies to everyone listed in number 6 below.

5. **ASK FOR A FORMAL HEARING:** If you file the Objection, you must also call or go to court to arrange for a formal hearing to be scheduled, and then you must give **everyone** who is interested in the matter notice about the hearing date, time, and place. Call the main Probate filing counter at (520) 724 -3200 or visit the Clerk of the Court Probate Counter to learn how to do this. Notice forms can be on the Court's Self-Service Forms center.

Probate Division, 1st floor  
Superior Court Building  
110 W. Congress St.  
Tucson, AZ 85748

6. **WHO GETS COPIES OF THE OBJECTION:** Mail or hand-deliver a copy of the Objection at least to the Personal Representative or his/her attorney. You should also mail or hand-deliver copies to everyone else to whom the Personal Representative gave notice of the court matter. Ask the Personal representative for the names and address of these people, or come the clerk's office and look at the copy of the PROOF OF NOTICE filed by the Personal Representative that will have all the information.

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  Petitioner OR  Respondent

## SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the Estate of:

Case Number : \_\_\_\_\_

### OBJECTION AND REQUEST FOR FORMAL PROCEEDING

an Adult  a Minor, deceased

**I want to tell the Court the following in response to what is written in the document or notice I received about the administration of this estate:**

1. The name of the document or notice I object to is: \_\_\_\_\_
2. My relationship to the person who died, the estate, or the personal representative is: (describe why you are interested in this case): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What I want the court to do, and what I want to say about the statements made in the document or notice: (use additional sheets of paper) \_\_\_\_\_  
\_\_\_\_\_
4. Because I object to what is in the document or notice, I am asking the court to set a formal proceeding on this case to listen to my objection.
5. I am mailing a copy of this Objection when it is complete to: the Personal Representative or his/her attorney, and everyone to whom Personal Representative gave notice, as indicated in the Proof of Notice filed by the Personal Representative with the court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature