

INFORMAL PROBATE

3

Administering and Accounting as Personal Representative Before Closing the Estate

(Forms Packet)

SELF-SERVICE CENTER

**INFORMAL PROBATE
ADMINISTERING AND ACCOUNTING OF THE ESTATE
OF THE PERSON WHO DIED BEFORE CLOSING THE ESTATE**

CHECKLIST

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; AND,
- ✓ The person had a Will or did not have a Will; AND,
- ✓ You want to transfer property (You must use this packet to transfer any real property); AND/OR
- ✓ File the final accounting of the estate of the person who died because you are ready to close the estate (You do not need to file a final accounting unless you want to do a formal closing which means you want the court to review your accounting, or there are some accounting issues that you want the court to resolve.)

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

Administering and Accounting Before Closing the Estate Part 3: Forms

This packet contains court forms and instructions to file informal probate. 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.

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: PB _____

INSTRUMENT OR DEED OF DISTRIBUTION

an Adult a Minor, deceased

I was appointed Personal Representative of the Estate in this case on (date) _____ to distribute the property of the Estate as required by Title 14 of the Arizona Revised Statutes. I hereby assign, transfer and release all right, title and interest to the following property to the following person(s):

1. PERSONS TO WHOM PROPERTY FROM THE ESTATE WAS GIVEN and DESCRIPTION OF PROPERTY:

Name	Address	Legal Description of Property

2. MONEY STILL OWED ON PROPERTY. Distribution of the property is subject to the following liability: (If this applies to your case, describe the property, the amount of money still owed on the property, why the property has not been paid for before or in connection with distribution and the closing of the estate, and arrangements that have been made to accommodate outstanding liability; otherwise, write "none")

Property Description: _____
 Money Owed on Property: _____
 Reasons Money Owed: _____
 Arrangements to Pay: _____

Property Description: _____
Money Owed on Property: _____
Reasons Money Owed: _____
Arrangements to Pay: _____

Property Description: _____
Money Owed on Property: _____
Reasons Money Owed: _____
Arrangements to Pay: _____

Personal Representative's Signature _____

Print name _____

STATE OF _____

COUNTY OF _____

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

_____.

(notary seal)

Deputy Clerk or Notary Public

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 Petitioner OR Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

FORM FOR SUBMISSION OF FINAL ACCOUNTING for Informal Probates

IN THE MATTER OF THE ESTATE OF:

Case No. PB

TODAY'S DATE:

INSTRUCTIONS. This form is provided for you to summarize the financial transactions. Accounting Guidelines are also included in this packet to help you complete this form. Attach this form to the Petition for Approval of the Final Account.

1. This is the final accounting for this estate. This accounting covers the time period from _____ (date) to _____ (date).
2. The current amount of the bond is _____. It should be increased to \$_____, or decreased to \$_____ to cover the unrestricted assets plus the unrestricted income.

ACCOUNT SUMMARY

INSTRUCTIONS: Complete Lists A-F first, then enter the total from each list on this summary.

A	The beginning balance of the Decedent's account from LIST A , page 3		\$ _____
B.	PLUS the money I received during this period of time on behalf of the Decedent from LIST B , page 4	+	\$ _____
C.	PLUS the gains on the value of property I sold or otherwise disposed of and other adjustments as itemized in LIST C , page 5	+	\$ _____
D.	MINUS the money I have spent during this time period as itemized in LIST D , page 6	-	\$ _____
E.	MINUS the losses on the value of property I sold or otherwise disposed of and other reductions, as itemized in LIST E , page 7	-	\$ _____
F.	EQUALS the ending balance of the property of the Decedent as itemized in LIST F , page 8 (Total)	=	\$ _____

LIST A-- BEGINNING BALANCE

Itemization of assets of Decedent at the beginning of this account period
 (Add, as many sheets of paper as necessary to describe)

	Description	Value
List all checking accounts, savings accounts, money market accounts: (include name of bank, address, account type, name account is under, account number)		
List all stocks, bonds, mutual funds: (include company name, address, number of shares, value per unit)		
List all Life Insurance Policies: (include company name, policy number, cash value)		
List all personal property: Automobiles: (year, make, model) Household property: (total inventory value) Art or jewelry: (attach separate list and describe) Other: (itemize and assign value)		
List all real property:		

ENTER TOTAL FROM LIST A HERE AND ON PAGE 2, LINE A \$ _____

Note: If the estate owes debts on any of the property listed above, then for each debt also indicate the payee, principal balance, interest rate, payoff date.

**LIST F--VALUE OF THE DECEDENT'S PROPERTY AS OF
THE END OF THIS ACCOUNT PERIOD**

Itemization of assets of the Decedent at the end of this account period
(Add, as many sheets of paper as necessary to describe)

	Description	Value
List all checking accounts, savings accounts, money market accounts: (include name of bank, address, account type, name account is under, account number)		
List all stocks, bonds, mutual funds: (include company name, address, number of shares, value per unit)		
List all Life Insurance Policies: (include company name, policy number, cash value)		
List all personal property: Automobiles: (year, make, model) Household property: (total inventory value) Art or jewelry: (attach separate list and describe) Other: (itemize and assign value)		
List all real property:		

ENTER TOTAL FROM LIST F HERE AND ON PAGE 2, LINE F	\$ _____
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Note: If the estate owes debts on any of the property listed above, then for each debt also indicate the payee, principal balance, interest rate, payoff date.

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 Petitioner OR Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the:

Case Number: PB _____

FEE STATEMENT AND PROOF OF MAILING

A Deceased Person

INSTRUCTIONS: This document must be completed in all cases where fees are charged. All activities for which fees are charged must be specifically listed, such as telephone calls, meetings, staff meetings, conferences, document preparation, work in house or files, personal visits, trips, and so forth.

STATEMENT OF FEES FOR SERVICES: The following is a statement of fees for services rendered from _____ (date) to _____ (date):

DATE	DESCRIPTION AND SERVICE PROVIDER	TIME

NUMBER OF HOURS BILLED:

Total number of hours billed is _____ x \$ _____ per hour = \$ _____ **TOTAL CHARGE**

Case No. _____

PROOF OF MAILING:

A copy of this management plan was mailed or delivered to the following persons:

NAME	ADDRESS

Today's Date: _____

Your Signature: _____

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 Petitioner OR Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of:

Case Number: PB _____

A Deceased Person

ORDER REGARDING PETITION FOR APPROVAL OF FINAL ACCOUNTING and FEE STATEMENT (if applicable)

NOTICE: This is an important court order that could affect your legal rights. Read it carefully. If you do not understand it, consult an attorney for legal advice.

FINDINGS OF THE COURT:

- PETITION FILED.** A Petition for Approval of Final Accounting was filed by the Personal Representative of the Estate.
- NOTICE.** Notice of the Petition was given as required by law or waived by all interested persons or other: _____
- PETITION REVIEWED.** The Petition for Approval has been reviewed by the Court Accountant and by the Court.

IT IS ORDERED:

- The Accounting is approved as submitted

OR

- The Accounting is approved but** with the following provisions: _____

OR

- The Accounting is not** approved. The Personal Representative shall file with the court a written Response to the Court Accountant’s Report, provide a copy of the Response to the Court Accountant and to all persons entitled to notice of the Final Accounting, and shall address each and every recommendation of the Court Accountant by _____ (date). If additional documentation or amended schedules are required by the Court Accountant, they shall be attached to the Personal Representative’s Response. The Personal Representative shall include a self-addressed, stamped envelope to the Court Accountant with the Response. Failure of the Personal Representative to fully address the Court Accountant’s recommendations will result in the court setting a hearing date at which time the Personal Representative will be required to appear in court to explain the accounting. The court may also order the Personal Representative to personally bear additional expenses incurred in resolving the accounting issues.

- 2. **The fee statement is approved** and fees are allowed in the amount of \$_____

OR

- The fee statement is not approved** and the Personal Representative is ordered to do the following things:

DONE IN OPEN COURT: _____

JUDICIAL OFFICER OF THE SUPERIOR COURT

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 Petitioner OR Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of:

Case Number: PB _____

NOTICE OF NON APPEARANCE HEARING REGARDING FINAL ACCOUNTING

A Deceased Person.

**THIS IS A LEGAL NOTICE; Your rights may be affected.
Éste es un aviso legal. Sus derechos podrían ser afectados.**

NOTICE IS GIVEN that the Personal Representative has filed with the Court the following Petition and other court papers (List the title of the Petition and the titles of all papers you filed with the court):

1. _____
2. _____
3. _____
4. _____
5. _____

COURT HEARING. A court hearing has been scheduled to consider the Petition and matters in the court papers as follows:

DATE and TIME _____

PLACE: _____

JUDICIAL OFFICER: _____

DATED: _____
(Month/Day/Year)

Personal Representative's Signature

YOU ARE RESPONSIBLE FOR PROTECTING YOUR INTERESTS.

This matter may not be independently investigated or verified by the court. If you object to any part of the petition or motion that accompanies this notice, you must file (at least 3 days before the hearing) with the court a written objection describing the legal basis for your objection. Failure to file a written objection may jeopardize your interests. Without your written objections, you should expect that the requested relief will be granted. If you question any other action of the fiduciary, file an appropriate written petition or motion with the court.

This is a legal matter. If you have questions, seek legal advice from an attorney. You have the right to represent yourself. If you represent yourself you must correctly follow court procedures.

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:

Case Number PB: _____

A Deceased Person

RESPONSE TO COURT ACCOUNTANT REPORT FINAL ACCOUNTING OF PERSONAL REPRESENTATIVE

State of Arizona)
County of Pima)ss.

I am the person responsible for submitting the accounting. I respond under oath to the court accountant report as follows: (Be sure to address each point raised by the court accountant or the judge in the Order. Attach an amended accounting and supporting documents, if required. Do not attach bond, bond riders, or proof of restricted account -- file these separately. Use additional paper if necessary.)

SIGNED: _____

STATE OF _____

COUNTY OF _____

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

_____.

(notary seal)

Deputy Clerk or Notary Public

Copy of the foregoing mailed this date: _____, to the following individuals at the following addresses:

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:

Case Number: PB _____

A Deceased Person

WAIVER OF NOTICE OF HEARING ON PETITION FOR FINAL ACCOUNTING

STATE OF ARIZONA)
COUNTY OF PIMA) ss

I state under oath as follows:

1. **RECEIVED COURT PAPERS.** I have received and read a copy of the following Petition and other court papers: (Check the box next to the documents you received.)
A. _____
B. _____
C. _____
D. _____
E. _____
F. _____

2. **RELATIONSHIP.** My relationship to the person who died and is named in the caption above is (explain):

3. **WAIVE NOTICE.** I waive all notice of any hearing or court proceeding in connection with this matter. I understand that I can reverse this waiver by filing a written document with the court under this court case number declaring that I no longer waive notice of hearings and other court proceedings.

STATE OF _____
COUNTY OF _____

Signature

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

_____.

(notary seal)

Deputy Clerk or Notary Public

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 (check one or both)

Case Number: PB _____

PROOF OF NOTICE OF HEARING

A Deceased Person

STATE OF ARIZONA)
County of Pima) ss.

I state under oath the following:

1. **DOCUMENTS PROVIDED:** I provided copies of the following court documents. List specifically each court document you provided. Be sure you provided and you list the NOTICE OF HEARING:

1. _____
2. _____
3. _____
4. _____
5. _____

2. **TO WHOM I GAVE NOTICE:** These are the people to whom I gave copies of all the documents listed in Number 1 above. State the relationship between the person who died and the person you gave the copies to. (Use extra paper if necessary.)

- A. Name: _____
- B. Relationship to person: _____
- C. Date I gave the documents: _____
- D. How I gave the documents -- check at least one box and complete the information:
- Personal service (File affidavit of acceptance or of process server or sheriff)
 - 1st class mail, postage prepaid
 - Certified mail
 - Registered mail (attach green card to this paper)
 - Hand delivery by (name) _____

- A. Name: _____
- B. Relationship to person: _____

- C. Date I gave the documents: _____
- D. How I gave the documents -- check at least one box and complete the information:
 - Personal service (File affidavit of acceptance or of process server or sheriff)
 - 1st class mail, postage prepaid
 - Certified mail
 - Registered mail (attach green card to this paper)
 - Hand delivery by (name) _____

A. Name: _____

B. Relationship to person: _____

C. Date I gave the documents: _____

- D. How I gave the documents -- check at least one box and complete the information:
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 - 1st class mail, postage prepaid
 - Certified mail
 - Registered mail (attach green card to this paper)
 - Hand delivery by (name) _____

A. Name: _____

B. Relationship to person: _____

C. Date I gave the documents: _____

- D. How I gave the documents -- check at least one box and complete the information:
 - Personal service (File affidavit of acceptance or of process server or sheriff)
 - 1st class mail, postage prepaid
 - Certified mail
 - Registered mail (attach green card to this paper)
 - Hand delivery by (name) _____

Petitioner's Signature: _____

STATE OF _____

COUNTY OF _____

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

_____.

(notary seal)

Deputy Clerk or Notary Public