

# PROCEDURES: HOW TO CLOSE THE ESTATE

## USE THIS PACKET IF:

- You have been appointed the Personal Representative of the Estate whether or not there is a Will, nor the **four months ago**.
- You have published the NOTICE TO CREDITORS according to law more than **four months ago**.
- The Estate has been fully administered and you want to close the Estate.

**CLOSING THE ESTATE:** After you have paid all the claims and distributed all of the property of the Estate, you are ready to close the Estate, **You must do the following:**

- 1. Complete the Closing Statement:** See the instruction form called **Instructions: How to fill out the CLOSING STATEMENT**.
- 2. Mail a copy of the Closing Statement:** Mail a copy of the CLOSING STATEMENT to each beneficiary/heir to the estate, any creditors that have filled any claims and any other person who filed a Demand for Notice of the proceedings. Keep a record of when you mailed the CLOSING STATEMENT and to whom you mailed the CLOSING STATEMENT.
- 3. File the original Closing Statement:** File the Closing Statement, in person, with the Clerk of the Court at the location that has previously handled this case, as listed below:

**Clerk of Superior Court**  
**401 E. Spring Street**  
**Kingman, AZ 86401**  
**(928) 753-0713**  
Monday-Friday  
8:00a-5:00p

**Clerk of Superior Court**  
**2225 Trane Road**  
**Bullhead City, AZ 86442**  
**(928) 758-0730**  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

**Clerk of Superior Court**  
**2001 College Drive**  
**Lake Havasu City, AZ 86404**  
**(928) 453-0701**  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

Also request that a copy of the CLOSING STATEMENT be conformed (date-stamped) and mailed back to you. Please enclose a self-addressed, stamped envelope. This will assure that your file contains a copy of the CLOSING STATEMENT reflecting the date it was filed.

If you cannot or do not want to file the Closing Statement in person, you can mail it to the Clerk of the Court with a self-addressed, stamped envelope.

**Mail to:** Clerk of Superior Court  
P.O. Box 7000  
Kingman, AZ 86402

- 4. Order to Appear Hearing:** In most informal probate cases, a hearing will not be set; however, if an Order to Appear Hearing has been set in your case because a CLOSING STATEMENT has not been filed, you have 2 options:
  - If the Estate has been fully administered and it is ready to be closed, file the original CLOSING STATEMENT according to the instructions above and attach a request that the hearing be cancelled.

OR

  - If the estate has not been fully administered and it is not ready to be closed, do not file the CLOSING STATEMENT. The Personal Representative should appear at the hearing or, if the personal Representative resides outside of Arizona, arrange to appear at the hearing by telephone. Telephonic hearings can be arranged by calling the judicial assistant of the judge assigned to the case.

1) The Personal Representative will be expected to tell the judge the status of the administration of the estate including what tasks remain to be completed to complete the administration of the estate, **AND**

2) The Court will set deadlines for completing the tasks and for filing the CLOSING STATEMENT.