

# APPOINTMENT OF PERSONAL REPRESENTATIVE

## CHECKLIST

**Use the forms 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.

**NOTE:** It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing.

### **MAKE SURE TO:**

- **Use black ink when filling out documents.**
- **Leave blank any signature lines which need to be notarized – sign these when you are in front of the Deputy Clerk or a notary.**
- **Make 2 complete sets of copies of all documents you are planning to file.**
- **Turn all 3 sets (original and 2 sets of copies) into the office of the Clerk of Superior Court.**
- **Be prepared to pay filing fees or submit waiver/deferral forms.\***

\*Information on filing fees can be obtained from the Clerk's Office or by going online at [www.mohavecourts.com](http://www.mohavecourts.com)