

# CLOSING THE ESTATE OF THE PERSON WHO DIED

## 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;  
**AND**

The person had a Will or did not have a Will; **AND**

You have filed the final Accounting and Deed of Distribution; **AND**

You want to close the Estate and close the court case; **AND**

At least four months have passed since you were appointed Personal Representative, and at least four months have passed since the date of the first publication of the Notice to Creditors.

**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)