

INSTRUCTIONS FOR APPOINTMENT OF PERSONAL REPRESENTATIVE AFTER YOU HAVE FILED THE APPLICATION

USE THIS PACKET IF:

- You want to apply to be the Personal Representative of the estate of a person who died with or without a Will.
- You already completed and filed the APPLICATION FOR APPOINTMENT and gave notice to everyone who is entitled to notice by law.
- You filed or will file with the Clerk's Office the PROOF OF MAILING OF NOTICE and also the AFFIDAVIT OF PUBLICATION if you had to publish.

HOW TO GET APPOINTED AND HAVE THE WILL ADMITTED:

STEP 1 Bring the following documents with you to the Court. (Locations listed below)

**Mohave County Courthouse
Clerk of Superior Court
415 E. Spring Street
Kingman, AZ 86401
928-753-0713
Monday-Friday
8:00a-5:00p**

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

**Mohave County Courthouse
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**

The clerk will file the originals. Make sure you have made extra copies of all originals so that the clerk can make conformed (date-stamped) copies for you:

- APPLICATION FOR APPOINTMENT (copy)
- Will, if decedent had a Will (copy should be attached to Application)
- Signed WAIVER OF RIGHT TO APPOINTMENT and CONSENT (**if anyone signed**) (original plus at least one copy)
- Signed WAIVER OF BOND (**if anyone signed**) (original plus at least one copy)
- NOTICE OF APPLICATION (original plus at least one copy)
- PROOF OF NOTICE OF DELIVER/MAILING OF APPLICATION (original plus at least one copy)
- AFFIDAVIT OF CIRCUMSTANCES OF PUBLICATION and AFFIDAVIT OF PUBLICATION (**if you published**) (original plus at least one copy)
- STATEMENT OF INFORMAL APPOINTMENT (original plus at least one copy)
- LETTERS and ACCEPTANCE OF APPOINTMENT (original plus at least one copy) (You must sign these forms where indicated.)
- ORDER TO PERSONAL REPRESENTATIVE (original plus at least one copy) (You must sign these forms where indicated.)

STEP 2 Before you make any copies, complete the STATEMENT OF INFORMAL APPOINTMENT except for the part about the bond and the signature of the Deputy Clerk. **Use Black Ink Only.** Also, complete the caption of the LETTERS, which includes the information about you, the decedent (name of the person who died), and the case number.

STEP 3 If all is in order, the Deputy Clerk will:

- Sign the STATEMENT,
- Submit the Will (if there is one),
- Issue the LETTERS OF APPOINTMENT, **AND**
- Sign the ORDER TO PERSONAL REPRESENTATIVE.

STEP 4 If you are required to post a bond, the Deputy Clerk will not sign the LETTERS until you have filed proof of the bond. After you file proof of the bond, get the LETTERS issued.

STEP 5 You will need to get a certified copy of the LETTERS, to prove you were appointed. There will be a fee for certified copies plus \$.50 per page. See www.mohavecourts.az.gov for our current list of fees. Also ask the Deputy Clerk to conform a copy of the STATEMENT OF INFORMAL APPOINTMENT for you.