

INSTRUCTIONS: HOW TO FILE A CLAIM AGAINST THE ESTATE

1. **WHO CAN FILE A CLAIM:** Generally, you must reasonably believe that the person who died owes you money.
2. **WHEN A CLAIM MUST BE FILED:** You are not required to file a claim against the estate if the Personal Representative has paid you or is making arrangements with you to pay what is owed from the decedent's property. But here is what the law currently provides as to Creditors:
 - All **persons unknown** to the Personal Representative, having claims against the Estate are required to present their claims within four months after the date of the first publication of the NOTICE TO CREDITORS or the claims will be **forever barred**.
 - All **persons known** to the Personal Representative, having claims against the Estate are required to present their claims within four months after receipt of the NOTICE TO CREDITORS by mail or the claims will be **forever barred**.
 - Claims must be presented by delivering or mailing a written statement of the claim to the Personal Representative at his or her address; you do not need to file the claim in court, unless you want to.
4. **HOW TO FILE A CLAIM AGAINST THE ESTATE WITH THE COURT:** If you are a person to whom the estate owes money, and you want to file the claim with the court, complete a CLAIM AGAINST THE ESTATE, which is included in this packet. File the original with the clerk, at the court location where you filed the Application, which is one of the three locations listed below:

Clerk of Superior Court 415 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
-------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------
5. **CHARGE TO FILE THE CLAIM IN COURT:** You must pay a fee to file the claim with the court. Go online to www.mohavecourts.az.gov, for a list of current fees.