

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: MOTION REQUESTING ADDITIONAL TIME TO FILE INVENTORY OF ESTATE

If a Personal Representative who is required to prepare an inventory is unable to comply with the deadline (90 days after the date of appointment) set forth in the AZ Rules of Probate Practice, Rule 31 (A)(1)(a)(b), the Personal Representative **shall, before the deadline**, file a motion that requests an extension of the deadline. The motion shall state why additional time is required and how much additional time is required.

TYPE OR PRINT USING BLACK INK ONLY

- ✓ Complete the upper part of the form with your name, etc., the decedent's name, and the case number.
- ✓ Complete #1 with your name and the date you were appointed as Personal Representative of the estate of the named decedent.
- ✓ Complete #2 and #3 with dates.
- ✓ Complete #4 by checking the number of additional days you are requesting the Court to allow you to file the inventory after the date it is due. You are **required** to explain why you need additional time to file the inventory. Space is provided for you to explain; if you need more space additional pages may be added to the Motion. Date and sign the Motion.
- ✓ Complete the Oath and Verification and sign before a notary public.
- ✓ Complete the Certificate of Mailing/Service by filing in the date you are mailing or hand-delivering copies of the Motion. Fill in the names and addresses of the persons entitled to have a copy of the Motion. These will most likely be the same persons who were entitled to receive notice at the start of the probate process.
- ✓ The person who actually mails or hand-delivers the copies must sign the Certificate of Mailing/Service stating it has been done. The copies must be mailed immediately after the filing of the Motion with the Clerk of Superior Court.

FILING THE MOTION REQUESTING ADDITIONAL TIME TO FILE INVENTORY OF AN ESTATE

- ✓ Take OR mail the original Motion and one copy to the office of the Clerk of Superior Court. There is no filing fee to file the Motion.
 - ▶ IF you are mailing the original Motion to the Clerk's Office, include a copy to be stamped by the Clerk. Also include a self addressed, stamped envelope for the Clerk to return the stamped copy to you. If you do not provide a copy and a self addressed, stamped envelope, you will not get a copy of the Motion returned to you.
- ✓ Your copy will be stamped by the Clerk and returned to you. After it is stamped by the clerk, make enough copies of your stamped copy to mail or hand-deliver to each person listed on the Certificate of Mailing/Service. **Note: The number of copies you need to make depends on the number of people listed.*

IF YOU HAVE A CHANGE OF ADDRESS, YOU MUST IMMEDIATELY NOTIFY THE COURT IN WRITING. You MUST do this on a separate document titled NOTICE OF CHANGE OF ADDRESS. If you don't do this, the Court can order you to pay any costs resulting from problems caused by your failure to notify.

NEXT: GO TO INSTRUCTIONS FOR ORDER RE MOTION FOR ADDITIONAL TIME TO FILE INVENTORY OF ESTATE

**IF YOU DO NOT UNDERSTAND THIS PROCEDURE,
CONTACT AN ATTORNEY FOR HELP AND ADVICE.**