

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS FOR COMPLETION OF
PROPOSAL FOR DISTRIBUTION**

HEADING:

- To complete this document, either type the information or print it in black ink.
- In the upper left-hand corner of this document, insert your name, mailing address and daytime telephone number.
- In the title section of the document, fill in the name of the deceased person.
- Enter the case number.

BODY OF DOCUMENT:

- List the name of each proposed distributee (person to whom property of the Estate will be transferred). Opposite the name, describe the property that you propose to transfer to that person.

SIGNING THE DOCUMENT:

- Sign and date the Proposal for Distribution.

FILE THE PROPOSAL FOR DISTRIBUTION WITH THE CLERK OF SUPERIOR COURT and send copies to all persons who have a right to object to the proposed distribution. You must provide Proof of Notice that copies of the document were mailed or delivered to the persons entitled to receive notice.

OTHER HELP: If you have questions about this procedure, you can ask an attorney for legal advice. You can look up an attorney in the telephone book under "Attorneys."