

YAVAPAI COUNTY
Self-Service Center

PROCEDURES: HOW TO CLOSE THE ESTATE

If the Estate has not been fully administered and it is not ready to be closed, DO NOT FILE THE CLOSING STATEMENT.

If after one year of your appointment, the Estate has not been fully administered and is not ready to be closed, file an Estate Status Report with the Clerk of Superior Court, Probate Registrar. You, the Personal Representative, will be expected to tell the Court the status of the administration of the Estate, including what tasks remain to be completed, and provide an estimate of the time needed to complete the administration of the Estate.

- **An Estate Status Report must be filed every year until the Estate is closed. Remember, also, you may elect (or the Court may require you) to file an account. These forms and instructions are available in Packet #95.**

CLOSING THE ESTATE: After you have paid all the claims and distributed **all** of the property of the Estate, you are ready to close the Estate. Here is what you need to do:

1. **Complete the Closing Statement.** See the Self-Service Center instructions on how to fill out the Closing Statement.
2. **File the original Closing Statement.** You can bring the Closing Statement to the Court or you can mail the Closing Statement to the Court at these addresses:

Clerk of the Superior Court Yavapai County Courthouse 120 S. Cortez Street Prescott, AZ 86303	Clerk of the Superior Court Yavapai County Superior Court 2840 N. Commonwealth Drive Camp Verde, AZ 86322
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Bring or mail a copy of the Closing Statement to have it conformed. Enclose a self-addressed, stamped return envelope and request that the copy of the Closing Statement be "file stamped" and mailed back to you. This will assure that your records contain a copy of the Closing Statement reflecting the date it was filed with the Probate Clerk.

3. **Mail a copy of the Closing Statement.** Mail a **conformed (court stamped) copy** of the Closing Statement to each beneficiary or heir to the estate, any creditors that have filed any claims, and any other people who requested notice of the proceedings. Keep a record of when you mailed the Closing Statement and to whom you mailed the Closing Statement.