

**YAVAPAI COUNTY
Self-Service Center**

**INFORMAL PROBATE
DISCHARGE OF FIDUCIARY**

CERTIFICATE DISCHARGING LIENS SECURING FIDUCIARY PERFORMANCE

If no proceedings involving the personal representative are pending in the court one year after the closing statement is filed, the appointment of the personal representative terminates.

A.R.S. §14-3937. Certificate discharging liens securing fiduciary performance

After his/her appointment has terminated, the personal representative, his/her sureties or any successor of either, upon the filing of a verified application showing, so far as is known by the applicant, that no action concerning the estate is pending in any court, is entitled to receive a certificate from the registrar that the personal representative appears to have fully administered the estate in question. The certificate evidences discharge of any lien on any property given to secure the obligation of the personal representative in lieu of bond or any surety, but does not preclude action against the personal representative or the surety.

**APPLICATION FOR CERTIFICATE OF REGISTRAR
INSTRUCTIONS**

THE APPLICATION FOR CERTIFICATE OF REGISTRAR IS A SWORN STATEMENT AND YOU MUST ANSWER TRUTHFULLY.

One year must have passed from the date you filed the Closing Statement with the Clerk of Superior Court. Any statement made by you must represent a true statement. If it is not a true statement, or you are unsure, do not sign the document. You may wish to consult with an attorney if you do not know what to do.

TYPE OR PRINT IN BLACK INK ONLY

- Complete the upper part of the form with your name, etc., the name of the person who died and the case number.
- List the date that you filed the Closing Statement with the court.
- After completing the application, sign it in front of a Notary.

FILING THE APPLICATION FOR CERTIFICATE OF REGISTRAR:

When you have completed the application:

- File the original Application for Certificate of Registrar with the Clerk of Superior Court at the location where the case is filed. You may do this by mail or by bringing it to the Clerk. There is no fee to file the application.
- Provide the court with an original Certificate of Registrar.
- Provide the court with a copy of the Application for Certificate of Registrar, and an original Certificate of Registrar which will be stamped by the court and returned to you for your records. **You must supply a self addressed, stamped envelope for the return of your copy.**
- If the Probate Registrar determines that the estate has been administered according to statute, the Certificate of Registrar will be issued.
- You must mail a copy of the application and the Certificate of Registrar to anyone else who has appeared in the case. This includes any person or attorney who has made claim against the estate, or filed a demand for notice in the case.