

YAVAPAI COUNTY
Self Service Center

INFORMAL PROBATE
ESTATE STATUS REPORT

Yavapai County Courthouse
Probate Department
120 S. Cortez Street
Prescott, Arizona 86303
928/771-3312 extension 4322

Yavapai County Superior Court
2840 N. Commonwealth Drive
Camp Verde, Arizona 86322
928/567-7741

INSTRUCTIONS

THE ESTATE STATUS REPORT IS A SWORN STATEMENT, AND YOU MUST ANSWER TRUTHFULLY. IT IS A CRIME TO LIE TO THE COURT.

Any box that is checked by you must represent a true statement. If it is not a true statement, or you are unsure, do not check the box. 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 were appointed as the Personal Representative of this Estate.
- **Read each statement CAREFULLY and mark the box only if the statement is true.**
- **If there is information that you need to give to the Court (or tell the Court about) and there is not enough space on the report, attach a written statement to the report.**
- After completing the report (and written statement if applicable), sign the report in front of a Notary.
- The Estate Status Report (and written statement if applicable) will be filed at the Clerk's office in the location where the case is filed.

FILING THE ESTATE STATUS REPORT:

When you have completed the report

- File the original Estate Status Report with the Clerk of Superior Court at one of the addresses above. (You may do this by mail or by bringing it to the Clerk.) There is no fee to file the Estate Status Report.
- Provide the court with a copy of the report, which will be conform stamped and returned to you for your records. **You must supply a self-addressed, stamped envelope for the return of your copy.**
- You must mail a copy of the report 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.