

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: ORDER RE ADDITIONAL TIME TO FILE INVENTORY OF ESTATE

YOU MUST provide a proposed Order for the Judge/Judicial Officer to sign which either grants or denies the motion.

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 with the date inventory is due. This date is 90 days from the date of appointment.
- ✓ The remainder of the Order will be completed by the Judge/Judicial Officer after he/she has considered the Motion for Additional Time to File Inventory.
- ✓ Make two copies of the Order.

SUBMIT THE ORDER RE MOTION FOR ADDITIONAL TIME TO FILE INVENTORY

- ✓ File the Motion for Additional Time to File Inventory with the Clerk, also submit:
 - a) The proposed Order
 - b) Two (2) copies of the proposed Order
 - c) A self addressed, stamped envelope

WHAT TO DO AFTER THE ORDER IS SIGNED

After the Order re Motion for Additional Time to File Inventory of Estate is signed by the Judge/Judicial Officer, you will receive a copy (IF you provided a self addressed, stamped envelope).

- ✓ Keep a copy for your records.
- ✓ Mail or hand-deliver a copy of the Order to the persons you previously provided a copy of the Motion. These will most likely be the persons who were entitled to receive notice at the start of the probate process.
- ✓ Compete and file the Inventory of Estate as directed in the Order Granting or Denying the Motion.

In the event of failure to file the Inventory of Estate as ordered, the Personal Representative will be required to appear before the Court to explain such failure to properly administer this estate as required by A.R.S. §14-3703.

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