INSTRUCTIONS TO PERSONAL REPRESENTATIVE OF SUPERVISED ESTATE
LR29-PR00-702.80
FORM PR00-1

Read carefully: date and sign one copy and return it to the court within 10 days. Keep a copy for your reference.

You have been appointed PERSONAL REPRESENTATIVE of the estate of a deceased person. This makes you what is known in law as a "fiduciary" charged with the duty to act responsibly in the best interests of the estate and impartially for the benefit and protection of creditors and beneficiaries. You may be held personally liable if you breach this trust.

This is a SUPERVISED ADMINISTRATION. This means that your actions are supervised almost entirely by the court; therefore, before you take any action of importance to the Estate, such as the transfer or sale of assets, you must first seek the permission of the court. If you have any questions as to whether to seek court permission, you should discuss this with your attorney before taking any action.

Listed below are SOME of your duties. Ask your attorney to more fully explain these and to advise you of other duties you have in your particular circumstances. Although your attorney will assist you, the ultimate responsibility to see that the estate is properly handled rests with you.

INVESTIGATE, COLLECT AND PROTECT THE PROPERTY OF THE DECEDENT

1. Inspect all documents and personal papers of the decedent and retain anything pertinent to tax reporting, location and value of assets, debts or obligations of or to the decedent or any other items of significance to the administration of the estate of the decedent.

2. Complete change of address form at Post Office to have mail forwarded to you.

3. Open a separate account for the estate -- never combine estate funds with any other. Place estate funds in the estate account and use estate money only for estate purposes.

4. Locate and secure all property in which the decedent had any interest, separately or jointly. Maintain adequate insurance coverage.

5. Determine the values of all assets on the date of death, obtaining appraisals if needed.

6. Inventory the contents of any safety deposit box in the presence of a representative of the County Assessor. This is unnecessary if, on the date of death, you were married to the decedent AND you held the safety deposit box as a joint tenant with the decedent.

7. Collect proceeds of life insurance on the life of the decedent which is payable to the estate. Obtain Form 712 from the insurance company, if needed for taxes.

8. Sign your name as "Personal Representative for the Estate of (name of decedent)" on accounts and securities which are registered to the estate. Consent to Transfer forms are available from the County Assessor.

9. File with this court, within sixty (60) days from the date this court issued your letters, a verified inventory of all property belonging to the decedent on the date of death along with values as of that date.

PAY VALID CLAIMS AND KEEP RECORDS OF ALL DISBURSEMENTS

10. Personally notify decedent's creditors whom you can reasonable ascertain. Others are notified by publication in the newspaper. Generally, creditors have three (3) months after the date of first publication to submit their claims.

11. Pay legal debts and funeral bills and keep notations indicating the reason for each payment.
    a. Pay only priority claims timely filed if there is a question of solvency of the estate.
    b. Do not pay bills which are doubtful but refer them for court determination.

12. Prepare and file appropriate state and federal income, estate and inheritance tax forms in a timely manner. Pay taxes due or claim applicable refunds.

13. Pay court costs when due; however, attorney's fees and fiduciary fees are only paid after written court order.

14. Keep records of all receipts and all paid bills and canceled checks or other evidence of distribution of any funds or assets of the estate for the Final Report to the Court.

DISTRIBUTE THE ASSETS OF THE ESTATE AND CLOSE THE ESTATE

15. File a Final Account with this court (with "vouchers" or canceled checks) within one year from the date you received your letters from this court. If you cannot meet this deadline, you must show good cause or an extension.

16. After court authorization, make distributions to the proper heirs or beneficiaries and obtain receipts for these.

17. File a supplemental report to the court (with "vouchers" or canceled checks) and obtain an order for closure of the estate.

JUDGE_____
HAMILTON SUPERIOR COURT NO. ___

I acknowledge receipt of a copy of the above instructions and have read and will follow these instructions carefully.

Cause Number:_____ Estate of:_____

Dated:_____

_____
Signature of Personal Representative

_____
Printed Name