



**PROCEDURES REQUIRED FOR THE ADMINISTRATION AND
SETTLEMENT OF AN ESTATE FOLLOWING DEATH WHEN AN
INDEPENDENT ADMINISTRATOR IS APPOINTED AND HEIRS
MUST BE DETERMINED BY THE COURT**

The Personal Representative or Administrator of an estate is a position that carries with it a great deal of responsibility. As the administrator of an estate, you are responsible for the administration and settlement of the estate, and preparation of any tax returns required to be filed on behalf of the individual or the estate. The following is a brief outline of your duties as administrator and a summary of the probate process.

Administration of the Estate

The administration of an estate involves (1) gathering the assets of the person who died, (2) paying the debts of that person, and (3) distributing the assets left to those who are entitled under the laws of intestacy to have them.

As the administrator of the estate, you have a duty to take possession of all property belonging to the decedent. However, you should never co-mingle property belonging to the estate with your personal assets. Any cash that you receive should be maintained in a bank account separate from your personal funds. You must use ordinary diligence in the collection of all claims and debts which are owed to the estate.

Claims of creditors against the estate may be presented to you at any time while the estate remains open. You may allow any claim which you feel is a just debt of the estate and is properly presented to you and authenticated, provided such claim is not barred by the statute of limitations. Once a claim is presented to you, you must either allow it or disallow it. If it is rejected, the creditor will have to file suit to secure payment of the claim.

Once all debts of the estate are paid off, you may distribute the remaining property of the estate to the persons entitled to the property under law. Because there is no will, it will be necessary for the Court to make a determination as to whom the property is to be delivered after the debts have been paid. This proceeding is called an heirship determination and requires a hearing in open court to determine who the heirs of the estate are.

Probate Proceedings

The first step in probate is to file an application, along with the death certificate, with the Court. At the time of filing, an attorney ad litem will be appointed by the Court to represent any unknown heirs and then a hearing date will be set in which a court appearance will be made in order to determine the heirs and to qualify the administrator. After the heirs are determined and the administrator is appointed and qualified, the Court will issue Letters of Administration to the administrator, usually on the same day as the hearing. Within ninety (90) days of the date the administrator is qualified, the administrator must file with the Court a complete inventory of the assets of the estate and a list of claims owing to the estate. After the debts of the estate have been paid and all of the assets are distributed, the administrator may, but is not required to, file an affidavit closing the estate.

On the day of the hearing, we will appear before the judge and you will testify as to certain facts regarding the death of the decedent. All of the questions I will ask you at the hearing are contained in the Proof of Death and Other Facts, a copy of which I will send you before the hearing. In order to prove who the heirs are, we will need two witnesses who do not have an interest in the estate to testify in court regarding the identity of the heirs. After all of the testimony has been presented, the judge will sign an order declaring the heirs and appointing you as administrator of the estate, unless he finds some reason not to do so. After he signs the order, you will take the oath of an administrator, and then you will be issued Letters of Administration.

The Letters of Administration are what give third parties notice that you are the administrator of the estate and that you have the authority to administer the estate. You will need the Letters to gain access to bank accounts, to transfer title to property, and to engage in any other transaction regarding the administration of the estate. Additional copies of the Letters can be ordered from the court clerk's office.

One of your duties as administrator is to publish a notice in a newspaper printed in the county to notify unsecured creditors that you have been appointed as administrator and that you represent the estate. As a general rule, our firm will make sure that this requirement is met by requesting the notice to be published on your behalf. This must be done within thirty (30) days of your appointment. You are also required to notify each secured creditor of the estate and to each person that you have knowledge of having a claim against the estate within one hundred twenty (120) days of your appointment. Proof of both of these notices must be filed among the papers of the estate.

If all the heirs agree, and the Court agrees to name an Independent Administrator, the only other document required to be filed with the court is an Inventory, Appraisal and List of Claims of the Estate. This document lists all of the assets of the estate as of the date of death and any claims which are owed *to* the estate, and the values of such assets and claims. In order to value all of the assets, you should provide your own personal best estimate of the fair market value of each item. The following is a list of possible items to be included in this inventory:

1. Any real estate, including mineral interests, owned by the decedent. The description of the property must be sufficient to transfer legal title to the property. Include the name and address of each mortgage company or person who presently owns or holds a mortgage note

2. Deposits in financial institutions, including money market funds with brokerage firms, certificates of deposit, money market funds, IRA's, checking deposits, savings accounts, etc. Identify each account by:

- X Account Number;
- X Name and address of the depository;
- X The name or style of the account;
- X Account balance as of the date of death.

3. Publicly traded stocks and bonds owned by decedent at the date of death. Include the following information:

- X The name of the issuer and the address of the issuer's transfer agent;
- X A copy of each stock, bond, partnership interest or other security interest;
- X The value on the date of death.

4. If the decedent owned an interest in a closely held business, corporation or partnership (i.e., a security which is not traded on a public market), I need your best estimate of the value of the decedent's ownership interest. I will also need copies of any partnership agreement or shareholder's agreement, if available.

5. A list of all notes receivable, secured or unsecured owed to the decedent at the time of death, including the balance due and any interest which has accrued.

6. List of all vehicles owned, including description, year, model, mileage and estimated blue book value. Include farm equipment, boats, etc., if any.

7. As a general rule, household furnishings and equipment will not need to be inventoried and valued unless the value, in the cumulative, or the value of a particular item exceeds \$10,000.

8. For collectibles, such as coins, bullion, jewelry and art, inventory the collection and seek a professional valuation unless the collection is of incidental value.

Finally, after all debts have been paid and all distributions have been made, the estate can be formally closed by filing an affidavit with the court stating that there is no longer a need for administration of the estate because there is no longer a need for administration of the estate.

INSTRUCTIONS.

Federal Income and Gift and Estate Tax Matters