

# PROBATE

## (Items Required With Filings)

**FEES: FILING FEE - 1% OF ESTIMATED PERSONAL PROPERTY PLUS \$4.00**  
**(\$34.00 Minimum Filing Fee - \$1504.00 Maximum Filing Fee)**

**ADVERTISING FEES - \$35.00 Petitions/Accounts/Qualification**

**Legal Representation required unless noted**

### PROBATE OF WILL

PETITION  
WILL  
DEATH CERTIFICATE  
PROOF OF WILL OR TESTIMONY  
FILING FEE  
ADVERTISING FEE OR WAIVER  
*(If Advertised, must file Affidavit of Notice prior to hearing date)*  
QUALIFICATION FEE  
**Notice to Dept. of Health & Human Services**

### ADMINISTRATION

PETITION  
DEATH CERTIFICATE  
FILING FEE  
ADVERTISING FEE OR WAIVER  
*(If Advertised, must file Affidavit of Notice prior to hearing date)*  
QUALIFICATION FEE  
**Notice to Dept. of Health & Human Services**

### CHANGE OF NAME

PETITION  
BIRTH CERTIFICATE  
COPY OF DRIVER'S LICENSE \* A SEPARATE \$5 chk to "BCI"  
FILING AND ADV. FEES AND DECREE: \$74.00 (\$34+\$35+\$5)  
**\*Petitioner must file Affidavit of No Criminal Record in Another State PLUS Disclaimer Form (for backgroundcheck)**

### AFFIDAVIT OF COMPLETE ADMINISTRATION

AFFIDAVIT  
FUNERAL BILL (paid)  
DISCHARGE OF INHERITANCE TAXES  
OR STATEMENT OF NO TAXES DUE  
RELEASES  
STATEMENT OF PAID ATTORNEY FEES  
CERTIFICATE OF DEVISE OR DESCENT  
*(with property description - \$50 rec. fee)*  
OR AFFIDAVIT OF NO REAL PROPERTY  
FILING FEE: \$34.00

### FINAL ACCOUNT

ACCOUNT  
CERTIFICATE OF ACCOUNTING  
OR CANCELLED CHECKS  
FUNERAL BILL (paid)  
DISCHARGE OF INHERITANCE TAXES  
OR STATEMENT OF NO TAXES DUE  
RELEASES  
STATEMENT OF PAID ATTORNEY'S FEES  
CERTIFICATE OF DEVISE OR DESCENT  
*(with property description - \$50 rec. fee)*  
OR AFFIDAVIT OF NO REAL PROPERTY  
ADVERTISING FEE OR WAIVER  
*(If Advertised, must file Affidavit of Notice prior to hearing date)*

### PETITION FOR SALE OF REAL ESTATE

PETITION  
PURCHASE & SALES AGREEMENT  
APPRAISAL  
ADVERTISING FEE  
*(must file Affidavit of Notice prior to hearing date)*

### TEMPORARY GUARDIANSHIP

PETITION  
DECISION-MAKING ASSESSMENT TOOL  
PHYSICIAN'S RESUME (if not on file)  
FILING FEE  
**NO ADVERTISING FEES FOR TEMP GUARD**  
**along with:**  
PETITION FOR FULL GUARDIANSHIP  
FILING FEE (carried over from temp guard)  
GUARDIAN AD LITEM  
ADVERTISING FEE  
QUALIFICATION FEE  
\* SEPARATE \$5 chk to "BCI"  
**(5 days Service to Ward and Notice to Heirs or Waiver)**  
**Issue Background Information Form to be filed with copy of Petitioner's Driver's License & Notarized Affidavit of No Criminal Record in Another State prior to hearing date - PLUS Disclaimer Form (for background check)**

### GUARDIANSHIP

PETITION (if minor, both parents must sign)  
DECISION-MAKING ASSESSMENT TOOL  
PHYSICIAN'S RESUME (if not on file)  
GUARDIAN AD LITEM  
FILING FEE  
ADVERTISING FEE  
QUALIFICATION FEE  
SEPARATE \$5 check to "BCI"  
  
**(14 days Service to Ward or next of kin if ward under age 12 - 10 days notice to Heirs)**  
**Issue Background Information Form to be filed with copy of Petitioner's Driver's License**  
**Need a Notarized Affidavit from Petitioner of No Criminal Record in Another State; PLUS Disclaimer Form (for background check)**

**GOOD SAMARITAN GUARDIANSHIP**  
NO ENTRY FEE; ADV. FEE ONLY

### VOLUNTARY INFORMAL EXECUTOR\*

**(must be 30 days or more from date of death)**  
**(cannot be used to obtain medical records)**  
PETITION  
WILL  
DEATH CERTIFICATE  
RESIDENT AGENT FORM IF NON-RESIDENT  
FILING FEE AND CERTIFICATE: \$39.00 (\$34 + \$5)  
**(Check Petitioner's ID for verification)**

### VOLUNTARY INFORMAL ADMINISTRATION\*

**(must be 30 days or more from date of death)**  
**(cannot be used to obtain medical records)**  
PETITION (Petitioner Must Be A Resident)  
DEATH CERTIFICATE  
FILING FEE: \$39.00 (\$34 + \$5 for Certificate)  
**(Check Petitioner's ID for verification)**

### WILL WITHOUT PROBATE

PETITION WITH WILL  
DEATH CERTIFICATE  
PAID FUNERAL BILL  
FILING FEE: \$34.00

### ON BACK OF RECEIPT WRITE ESTATE NAME, ESTATE NUMBER AND HEARING DATE

**CLOSED ESTATES** - Certificates of Appointment cannot be issued once an estate has been closed. If additional assets are found, the estate must be re-opened by Miscellaneous Petition along with filing fee (\$34).

**\*SMALL ESTATES (Voluntary Informal Executor/Administrator)** - Under \$15,000, personal property only, no real estate - must list name of institution holding assets, account numbers and amounts. If life insurance policy is an asset of the estate, the insurer must be listed along with the policy number and the amount. Value of automobiles to transfer title at DMV. **Note:** This information must appear on the Certificate of Appointment and will populate the Certificate once the information has been entered into the "Notes" field in the probate program.