



BERNALILLO COUNTY PROBATE COURT CHECKLIST FOR SUBMITTING INFORMAL PROBATE

Information That Must be Included in the Application (4B101/4B102):

- Your name and relationship to the deceased person (also called the “decedent”)
- Statement of domicile (primary residence of person at the time of their death)
- Names and **full addresses** (including yourself if you are an heir) of surviving:
 - ◆ 1) Spouse;
 - ◆ 2) Children;
 - ◆ 3) Other Heirs (even if they are not entitled to receive anything); and
 - ◆ 4) Devisees (named in the will, if a will exists, including churches, schools, etc.)
- Ages of any minor children of the deceased person.
- You do not need to list alternate beneficiaries (who would inherit if primary-named beneficiaries have died) unless the primary beneficiary has died.
- Date of Decedent’s Death
- Age of Decedent at time of death
- Written consent of anyone with equal or higher priority for appointment as personal representative
- Full Signature of Applicant
- Name, Full Address and Phone # of Applicant
- Verification (Notarization)

FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL DELAY YOUR APPOINTMENT

You will also need to submit the following documents at time you file the Application:

- Original Death Certificate (this will be returned to you)**
- Original Will (if any) (due to statutory requirements, this will not be returned to you)**
- Order of Informal Probate and/or of Informal Appointment of Personal Representative**
 - ◆ Signed; name, full address and telephone number (4B103/4B104)
- Acceptance of Appointment (4B105)**
 - ◆ Must be notarized
- Letters Testamentary (4B107) (with a Will) or Letters of Administration (4B106) (no Will)**

DO NOT FILL OUT ANY OF THE OTHER FORMS UNTIL YOU HAVE BEEN APPOINTED AS PERSONAL REPRESENTATIVE

The original documents **will not** be returned to you. You should submit the original and **at least one set of copies** of the documents that you are filing so that court can file stamp them for your records. You may want to submit extra copies of the Letters of Administration/Testamentary.

You will need to submit a \$30.00 docket fee at the time you file the probate. We do accept debit/credit cards. We take cash (exact change would be appreciated), checks and money orders.