

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

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.