

CAUSE NO. _____

COURT INSTRUCTIONS TO THE ADMINISTRATOR
OF THE ESTATE OF A DECEASED PERSON

As the duly appointed Administrator of this Estate, you are hereby advised by the court that you MUST perform the following:

1. File your Oath and Bond within 20 days;
2. File your Inventory, Appraisalment and List of Claims within 90 days;
3. If the Estate is not closed within the first year, then file your Annual Account each year on the anniversary date of your appointment. This account should be prepared by your attorney;
4. Within one month after receiving letters, publish in a local newspaper your notice to the creditors of the Estate and within two months, give your notice by registered mail to each holder of a real estate lien against Estate property. Each such notice should be prepared for you by your attorney;
5. Place all Estate funds in insured accounts in the name of the Estate. Retain in a checking account only such funds as are reasonably necessary to pay the debts of the Decedent and the expenses of administering this Estate. Place all additional funds in interest-bearing accounts at the highest interest rate then available;
6. Obtain a written order of this Court authorizing any expenditure of Estate funds before any such expenditures are made;
7. Maintain an accurate record of all expenditures and receipts of Estate funds;
8. Preserve, protect and insure, if insurable, all non-cash assets of this Estate;
9. Obtain a written order of this Court before attempting to sell, lease, transfer or otherwise dispose of any non-cash asset of this Estate;
10. File your Final Accounting when the Estate is ready to be closed and seek the order of the Court regarding a determination of the heirs of the Estate for purposes of distributing the remaining assets when the Estate has been finally administered. These documents should be prepared by your attorney;
11. Consult with your attorney on any matter regarding this Estate that you do not understand.

I, the Administrator of this Estate, hereby attest that I have read the above and understand its contents.

Administrator's Signature

Date

Printed Name