



LINCOLN COUNTY PROBATE COURT CHECKLIST FOR SUBMITTING INFORMAL PROBATE

(Information provided by the Bernalillo County Probate Court)

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 the decedent at the time of their death)
- Names and full addresses of surviving:
 - Spouse
 - Children
 - Other Heirs (even if they are not entitled to receive anything)
 - Devisees (named in the will, if a will exists, including churches, schools, etc.)***Including yourself if you are an heir***
- Ages of any minor children of the deceased person
- 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 number of applicant (must be notarized)

Failure to Provide All Required Information Will Delay Your Appointment

You will also need to submit the following documents at the 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 for informal probate and/or informal appointment of personal representative
 - Signed – name, full address and telephone number (4B103/4B104)
- Acceptance of appointment (4B105)
 - Must be notarized
- Letters Testamentary – with a will (4B107) **or** Letter of Administration – with no will (4B106)

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 Letter of Testamentary/Administration.

You will need to submit a \$30.00 docket fee at the time you file probate. We accept cash, checks and money orders.