

**Minnesota Judicial Branch
Self-Help Center**

Fourth Judicial District - Hennepin County

Hennepin County Government Center
300 South 6th Street, A0260
Minneapolis, MN 55487
651-478-8757
www.mncourts.gov/selfhelp

The Self-Help Center (SHC) gives information, not legal advice. There is no attorney-client relationship between you and SHC staff and communications you have with SHC staff are not confidential. We must be neutral and may help any party to a case. We are not responsible for the outcome of your case.

You should talk to an attorney if you want specific advice, confidential conversations, or to be represented by an attorney in court. If you need help finding an attorney, you can call the Hennepin County Bar Association at (612) 752-6699. If you cannot afford an attorney, you can contact Legal Aid at (612) 334-5970 or Volunteer Lawyers Network at (612) 752-6677 to see if you qualify for free legal services.

INFORMAL PROBATE TIP SHEET FOR SELF-REPRESENTED FILERS

Thank you for filing your informal probate case in Hennepin County.

A court employee, called a Registrar, will review your filing, and will give you a time frame for your hearing date.

While you wait to hear from the Registrar, please see the list below and check off each box to make sure your case moves forward.

- A complete Application for Informal Appointment of Personal Representative with all blank spaces filled in, including an email address. (An email address must be provided so that the Registrar can communicate with you.)
 - a. If you do not have an email address, you may use someone else’s email address.
 - b. If you electronically file or “e-file” your application, then you must give an email address.
- Proof of death – for example, the death certificate. If you do not have the death certificate, then a funeral bill or obituary will work until you receive the death certificate.
- The Acceptance of Appointment as Personal Representative and Oath by Individual form.
- Proof of your Identity – examples would be a copy of a valid Driver’s License, or state identification card.
- The Waiver of Legal Advice form, this is attached here.
- If it applies, the Original Will.
- If it applies, the Nomination of Personal Representative and/or Renunciation of Priority for Appointment form.
- If the decedent’s assets will transfer to an existing trust, then please give specific trust pages or a certificate of Trust.

All forms are on the Hennepin County Probate Court website under “Informal Estates & Registrars”, except for the Waiver of Legal Advice, which is attached.

You may find the forms [here](https://www.mncourts.gov/Find-Courts/Hennepin/Hennepin-Probate-Mental-Health-Court.aspx#tab0503Forms) (<https://www.mncourts.gov/Find-Courts/Hennepin/Hennepin-Probate-Mental-Health-Court.aspx#tab0503Forms>), then click on the tab labeled “Informal Estates & Registrars.”

All communication is done by email and the Registrar will be in contact by email in order to proceed.