

Informal Probate

(Successor Personal Representative)



STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of

Decedent

**APPLICATION FOR INFORMAL
APPOINTMENT OF SUCCESSOR
PERSONAL REPRESENTATIVE**

I, _____, state:

1. My address is: _____.
2. I am an interested person as defined by Minnesota law because I am: _____.
3. Decedent died on (date) _____.
4. On _____ (date), _____ (personal representative), was informally OR formally appointed personal representative of the Decedent in an unsupervised administration in Court File No. _____.
5. _____, the personal representative
 - has filed a Statement to Close and more than one year has elapsed since the Statement to Close was filed.
 - has resigned as provided by Minnesota law.
 - is deceased, having died on _____.
 - other: _____.
6. A successor personal representative is needed:
 - to replace the current personal representative.
 - to administer newly discovered assets.
 - other: _____.
7. _____ has priority under Minn. Stat. 524.3-203 for appointment as successor personal representative because _____ and is willing to serve and is not disqualified.
8. The successor personal representative's street address is _____.
9. I adopt the statements in the Application or Petition for appointment identified at Paragraph 4, EXCEPT AS specifically changed or corrected as follows: _____.

10. Information about **spouse, children, heirs, and other interested persons**. As best as I know or can ascertain with reasonable diligence, the current names, addresses, relationship, and birthdates, if minors, of the decedent's spouse, children, heirs, devisees, and others interested in this proceeding are set forth below:

Name and Address

Relationship and Interest

Birthdate (if minor)

(please attach an additional sheet if more room is needed)

WHEREFORE, I request the Registrar informally:

1. Enter an order appointing _____ as successor personal representative, with _____ bond;
2. Issue appropriate letters to the successor personal representative; and
3. Grant such other relief as may be proper.

Under penalties for perjury, I declare or affirm that I have read this document and I know or believe its representations are true and complete.

Date: _____

Applicant

Attorney for Applicant

Name: _____
Firm Name: _____
Street Address: _____
City, State, Zip: _____
Attorney License No.: _____
Telephone: _____
Fax: _____
Email: _____

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of _____,

**NOTICE ON APPLICATION FOR INFORMAL
APPOINTMENT OF SUCCESSOR PERSONAL
REPRESENTATIVE**

Decedent

Notice is given for the appointment of _____, whose address is:

as Successor Personal Representative of the Estate of the Decedent in an unsupervised administration. Any objections to the Application must be filed with the Ramsey County Probate Court at 15 West Kellogg Boulevard, Suite 650, St. Paul, MN 55102 within fourteen days from service of this Notice on you. If proper and if no objections are filed or raised, the Successor Personal Representative will be appointed with full powers to continue the administration of the Estate.

BY THE COURT

Dated: _____

Registrar

Dated: _____

Deputy Court Administrator

Attorney for Applicant

Name: _____

Firm Name: _____

Street Address: _____

City, State, Zip: _____

Attorney License No.: _____

Telephone: _____

Fax: _____

Email: _____

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of

AFFIDAVIT OF MAILING

_____,
Decedent

STATE OF MINNESOTA
COUNTY OF _____ } ss.

I, _____, being first duly sworn on oath state that on _____ (date), at _____ (city, state), I mailed a copy of the attached **Notice on Application for Informal Appointment of Successor Personal Representative** to each person or entity named below by mailing a copy in a sealed envelope, postage prepaid, with the U.S. Postal Service as follows:

Name/Mailing Address

Dated: _____

_____, Affiant

Signed and sworn to (or affirmed) before me on _____ (date) by _____, Affiant.

Signature of Notary Public or Other Official

Notary Stamp or Seal (or other Title or Rank)

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No. _____

Estate of

**RENUNCIATION OF PRIORITY FOR
APPOINTMENT, NOMINATION OF
SUCCESSOR PERSONAL REPRESENTATIVE,
AND BOND**

_____,
Decedent

I, _____, state:

My address is: _____.

I have priority under Minn. Stat. 524.3-203 for appointment as the Successor Personal Representative of this estate and/or a right to nominate the Successor Personal Representative of this estate and/or a right to request bond because I am: _____

RENUNCIATION:

- Subject to the Nominee's acceptance and qualification, I renounce priority for appointment, if any, as Successor Personal Representative. I reserve my priority, if any, if the Nominee fails to qualify or ceases to act as Successor Personal Representative; or
- I reserve my priority for appointment.

NOMINATION:

I nominate (name and address): _____

("Nominee") as Successor Personal Representative of the estate of the decedent; or

I decline to nominate a Successor Personal Representative.

BOND:

A bond protects the beneficiaries of the estate against the Successor Personal Representative's wrongful acts. The undersigned is an interested person in this estate with an apparent interest in excess of \$1,000.00. I am aware that any bond filed in this estate is to cover damages in the event of mismanagement or misappropriation of funds by the Successor Personal Representative. I request that:

bond be required in the amount of \$_____; or

no bond

be required of _____, the nominated or appointed Successor Personal Representative of this estate.

Note that the cost of the bond will be paid out of the assets of the estate and could ultimately reduce your distribution.

Under penalties for perjury, I declare or affirm that I have read this documents and I know or believe its representations are true and complete.

Dated: _____

Signature

Attorney for _____:

Name: _____

Firm Name: _____

Address: _____

City, State, Zip: _____

Attorney License No.: _____

Telephone: _____

Fax: _____

Email: _____

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of

ACCEPTANCE OF APPOINTMENT
AS SUCCESSOR PERSONAL
REPRESENTATIVE
AND OATH BY INDIVIDUAL

_____,
Decedent

STATE OF MINNESOTA

COUNTY OF _____

} ss.

I, _____, residing at: _____

_____, as a condition to receiving letters as Successor Personal Representative in this Estate, (1) accept the duties of the office, (2) agree to be bound by the provisions of the statutes relating to the office, (3) submit to the jurisdiction of the Court in any proceeding relating to this Estate, and (4) swear that I will faithfully perform all duties of the office that I now assume to the best of my ability.

Dated: _____

Signature of Successor Personal Representative

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):

Signed and sworn to (or affirmed) before me on _____ by _____.

Signature of Notary Public or Other Official

Attorney for Successor Personal Representative

Name: _____

Firm Name: _____

Street Address: _____

City, State, Zip: _____

Attorney License No.: _____

Telephone: _____

Fax: _____

Email: _____

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of

**ORDER FOR INFORMAL APPOINTMENT OF
SUCCESSOR PERSONAL REPRESENTATIVE**

_____ ,

Decedent

The Application for Informal Appointment of a Successor Personal Representative, signed by _____, came before the Registrar on _____.
The Registrar, having considered the Application, determines the following:

1. The Application is complete.
2. The Applicant has adopted the statements in the Application or Petition for Appointment of the preceding personal representative except as specifically changed or corrected as set forth in the Applicant's Application.
3. The person appointed below as successor personal representative has priority under Minn. Stat. 524.3-203 and is entitled to be appointed personal representative and is willing to serve and is not disqualified.
4. Any notice required by Minnesota law has been given.

IT IS ORDERED:

1. The Application is granted.
2. _____ is informally appointed as the successor personal representative of the Decedent's Estate with no bond.
3. Upon filing any required bond and statement of acceptance and oath, appropriate letters will be issued.

Dated: _____
Registrar

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of

_____ ,

Decedent

SUCCESSOR LETTERS

TESTAMENTARY

OF GENERAL ADMINISTRATION

1. The Decedent died on _____.

2. _____ has been appointed successor Personal Representative of Decedent's Estate in

- an informal unsupervised
- a formal unsupervised
- a supervised administration

and is now qualified to act as Successor Personal Representative of the Estate and has authority to administer the Estate according to law.

Dated: _____

Registrar

(COURT SEAL)

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No.: _____

Estate of

**DELIVERY TO AND RECEIPT BY SUCCESSOR
PERSONAL REPRESENTATIVE**

Decedent

1. I, _____, am the Personal Representative of the Decedent's Estate.
2. By this instrument, I now deliver to _____, the Successor Personal Representative of the Estate, the following assets:

Homestead	\$	_____
Other Real Estate	\$	_____
Cash	\$	_____
Securities	\$	_____
Joint Tenancy	\$	_____
Insurance	\$	_____

3. I certify that the assets listed in Paragraph 2 constitute all of the assets of the Estate under my control.

Dated: _____

_____, Personal Representative

I, _____, the Successor Personal Representative of the Estate, acknowledge receipt of the assets listed above from the Personal Representative.

Dated: _____

_____, Successor Personal
Representative

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT
DISTRICT COURT
PROBATE DIVISION

Court File No. _____

Estate of

UNSUPERVISED SUCCESSOR
PERSONAL REPRESENTATIVE'S
STATEMENT TO CLOSE

Decedent

STATE OF MINNESOTA

COUNTY OF _____

}

ss.

I, _____, the Successor Personal Representative of the Estate, state that I (or a prior Personal Representative whom I have succeeded) have:

1. Published notice to creditors. The date of the notice was more than four months prior to the date of this statement.
2. Fully administered this Estate by making payment, settlement or other disposition of all claims which were presented, expenses of administration, estate and other taxes, except as specified in this statement.
3. Inventoried the assets of the Estate and distributed them to the persons entitled to them. Listed are all unpaid claims, expenses or taxes which remain undischarged (if none, so state; otherwise state in detail other arrangements which have been made to accommodate all outstanding liabilities): _____
4. Sent a copy of this statement to all distributees of this Estate and to all creditors or other claimants whose claims are neither paid nor barred and have furnished a full account in writing of this administration to the distributees whose interests are affected by the administration of this Estate.

(the remainder of this page is intentionally left blank)

This statement is filed for the purpose of closing this Estate and terminating my appointment as Successor Personal Representative of the Estate.

Dated: _____

Successor Personal Representative

Notary Stamp or Seal (or other Title or Rank)

Signed and sworn to (or affirmed) before me on _____ by _____, Successor Personal Representative.

Signature of Notary Public or Other Official

Attorney for Successor Personal Representative
Name: _____
Firm Name: _____
Address: _____
City, State, Zip: _____
Attorney License No.: _____
Telephone: _____
Fax: _____
Email: _____

NOTE: Appointment of the Successor Personal Representative terminates one year following the filing of this statement with the court. Letters of appointment remain in full force and effect during that year.