

Informal Closing Statement



Use these forms and instructions only if the following factors apply to your situation:

- You are the personal representative.
- The estate is either being probated informally or formally unsupervised. (i.e. The administration of the estate is **not** supervised by the court.)
- You have completed the administration of the estate.
- More than four months have passed since the Court issued the Notice to Creditors.

If you are not sure that these forms and instructions apply to your situation, see a lawyer for help.

INFORMAL CLOSING STATEMENT

What to do before you come to court to file anything:

1. Complete the administration of the estate.
2. Complete the Closing Statement. It is very important that the Closing Statement be completed thoroughly and accurately.
3. Send a copy of the completed Closing Statement to all distributees of the Estate and to all creditors or other claimants whose claims are neither paid nor barred.
4. Make a copy of the completed Closing Statement for your own records.

What to do next:

1. Mail or bring the completed Closing Statement to:
Ramsey County Probate Court
650 Courthouse
15 West Kellogg Boulevard
St. Paul, MN 55102

NOTE: Court personnel are prohibited by law from giving legal advice. Therefore, it is the responsibility of the personal representative to prepare and mail all notices and otherwise comply with the law for administration of the estate and distribution of assets. Any questions regarding how to properly administer the estate need to be directed to an attorney.

STATE OF MINNESOTA
COUNTY OF RAMSEY

DISTRICT COURT
PROBATE DIVISION
SECOND JUDICIAL DISTRICT

Court File No. _____

Estate of

**UNSUPERVISED
PERSONAL REPRESENTATIVE'S
STATEMENT TO CLOSE ESTATE**

Decedent

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, _____, the 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 below 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.

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

Personal Representative

Date

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

Signed and sworn to (or affirmed) before me on

(date) _____ by

(name) _____,
Personal Representative.

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Attorney for Personal Representative

Name:

Firm:

Street:

City, State, ZIP:

Attorney License No.:

Telephone:

FAX:

NOTE: Appointment of the 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.