

File Petition for Probate. Prior to hearing, complete the following:
(time period from date of filing of initial Petition for Probate to date of hearing is 4 – 6 weeks)

Publish Notice of Petition to Administer Estate (DE-121).
First day of publication must be at least 15 days prior to hearing.

Mail Notice of Petition to Administer Estate to all persons entitled to receive notice at least 15 days prior to hearing.

Prior to hearing, check probate notes to ensure that all required documents have been filed and that there are no outstanding defects on your petition.

After Petition for Probate approved at hearing, submit your Order for Probate (DE-140); Letters (DE-150) and bond (if ordered by court)

After Letters issue, prepare Inventory and Appraisal (DE-160); send to Probate Referee if there are non-cash assets and file with the court. The Inventory and Appraisal is due 4 months from issuance of letters.

Give notice to all known creditors; accept or reject creditor's claims.

Pay debts and file tax returns. (IRS Form 706 is due 9 months from date of death.)

File Petition for Final Accounting and Distribution.
This is usually done 12 – 18 months from date of appointment.

Once Final Accounting is approved, you may distribute assets.

Once all assets are distributed, file receipts for distribution and Ex Parte Petition for Final Discharge