

Checklist
Administering Newly Discovered Assets and Reopening an Estate

Note: *All paperwork must be typed or written neatly in blue ink.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.*

Information on Reopening an Estate:

Before reopening an estate, be sure that the estate is actually closed by searching your case online. If your case is not closed, reopening paperwork is not necessary. (See other options below)

If administering newly discovered assets after approval of a final account, but before the Estate closes, with the SAME Fiduciary: (Likely in an Estate that remains open for Wrongful Death)

Filing Fee: \$30

- Self-Representation Acknowledgment (FC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Report of Newly Discovered Assets and Order to Administer (FC FORM 100.1-H)

NOTE: A Supplemental Final Account will be due within 12 months (see Estate Supplemental Filings Checklist on Accounts for more information)

If administering newly discovered assets after approval of a final account, but before the Estate closes, with a NEW Fiduciary: (Likely in an Estate that remains open for Wrongful Death)

Filing Fee: \$55

- Self-Representation Acknowledgment (FC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- Entry Appointing Fiduciary; Letters of Authority (Form 4.5)
- Contact Information Form (FC Form 75.3-A)
- Fiduciary Acceptance (FC Form 60.2-B)
- Waiver of Right to Administer (Form 4.3) or (FC Form 4.3-A) *If applicable*
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*
- Fiduciary's Bond (Form 4.2) *If applicable*
 - o See Local Rule 75.2 on bond requirements
- Report of Newly Discovered Assets and Order to Administer (FC Form 100.1-H)

OR

- Inventory and Appraisal (Form 6.0) (See Estate Supplemental Filings Checklist on Inventory requirements)

NOTE: A Supplemental Final Account or Supplemental Certificate of Termination will be due within 12 months (see Estate Supplemental Filings Checklist on Accounts for more information)

If re-opening with the SAME Fiduciary as the initial Estate:

Filing Fee: \$75

- Self-Representation Acknowledgment (FC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Application to Reopen Estate and Reappoint Fiduciary (FC Form 99.1-C); Next of Kin (Form 1.0)
- Entry Granting Application to Reappoint Fiduciary (FC Form 99.1-D); Letters of Authority (Form 4.5)
- Contact Information Form (FC Form 75.3-A)
- Fiduciary's Bond (Form 4.2) *If applicable*
 - o See Local Rule 75.2 on bond requirements
- Report of Newly Discovered Assets and Order to Administer (FC Form 100.1-H)

OR

- Inventory and Appraisal (Form 6.0) (See Estate Supplemental Filings Checklist on Inventory requirements)

OR

- Notice of Appointment for Wrongful Death or Survival Action (FC Form 60.2-A)(if applicable)

NOTE: A Supplemental Final Account or Supplemental Certificate of Termination will be due within 12 months (see Estate Supplemental Filings Checklist on Accounts for more information)

If re-opening with a NEW Fiduciary:

Filing Fee: \$75

- Self-Representation Acknowledgment (FC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Application to Reopen Estate and Appoint Successor Fiduciary (FC Form 99.1-A)
- Entry Granting Application to Reopen Estate and Appoint Successor Fiduciary (FC Form 99.1-B)
- Application for Authority to Administer Estate (Form 4.0)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- Entry Appointing Fiduciary; Letters of Authority (Form 4.5)
- Fiduciary Acceptance (FC Form 60.2-B)
- Contact Information Form (FC Form 75.3-A)
- Waiver of Right to Administer (Form 4.3) or (FC Form 4.3-A) *If applicable*
- Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*
- Fiduciary's Bond (Form 4.2) *If applicable*
 - o See Local Rule 75.2 on bond requirements
- Report of Newly Discovered Assets and Order to Administer (FC Form 100.1-H)

OR

- Inventory and Appraisal (Form 6.0) (See Estate Supplemental Filings Checklist on Inventory requirements)

OR

- Notice of Appointment for Wrongful Death or Survival Action (FC Form 60.2-A)(if applicable)

NOTE: A Supplemental Final Account or Supplemental Certificate of Termination will be due within 12 months (see Estate Supplemental Filings Checklist on Accounts for more information)