

AvidLaw Probate Checklist  
**Dates and Deadlines**

**Estate of John Q. Doe**

1. Initiate Probate and Appoint Personal Representative
  - File application and related documents  
-- Completed on August 18, 2011 --  
**Due after August 7, 2011 and (unless this is a "tardy probate") before August 2, 2013.** (More than 120 hours (5 days) after Decedent's death (A.R.S. § 14-3307(A)) and (usually) less than two years after Decedent's death (A.R.S. § 14-3108).)
  
2. Notify Heirs, Devisees, Taxing Authorities and Creditors
  - Publish Notice to Creditors.  
-- Completed on August 20, 2011--  
**Due as soon as possible after August 18, 2011.** (At the time of appointment (A.R.S. § 14-3801).)
  
  - Notify each Devisee of Probate of Will and Appointment of Personal Representative and mail each Devisee a copy of the Order to Personal Representative and Acknowledgment and Information to Devisees.  
-- Completed on \_\_\_\_\_--  
**Due by September 17, 2011.** (Within 30 days of the issuance of a Statement of Informal Probate (A.R.S. § 14-3306) and not later than 30 days after appointment (A.R.S. § 14-3705). (See also paragraph 5 of the Order, which requires the Order to be mailed within 30 days of the issuance of Letters.))
  
  - File Proof of Mailing of Order to Personal Representative and Acknowledgment and Information to Devisees.  
-- Completed on \_\_\_\_\_--  
**Due by October 2, 2011.** (Within 45 days of the issuance of Letters (text of Order to Personal Representative and Acknowledgment and Information to Devisees).)
  
3. Inventory the Estate
  - Prepare and distribute an inventory of property owned by Decedent at the time of death.  
-- Completed on \_\_\_\_\_--  
**Due by November 16, 2011.** (Within 90 days after appointment (A.R.S. § 14-3706).)
  
4. Pay Claims (Administration Expenses, Debts and Taxes)
  - Expiration of period for creditors to present claims  
-- Completed on \_\_\_\_\_--

**Generally, December 20, 2011.** (Four months after publication, but for a known creditor, sixty days after actual notice, if later. Other limitations apply to claims arising after death (A.R.S. § 14-3803).)

- Deadline to send out Notices of Disallowance in whole or in part of invalid or unjust claims. (Claims not disallowed in time are allowed.)

-- Completed on \_\_\_\_\_ --

**Generally, February 18, 2012.** (Sixty days after the time for presentation of the claim has expired (A.R.S. § 14-3806).)

5. Distribute the Estate

-- Completed on \_\_\_\_\_ --

**Generally, after December 20, 2011.** (Soon after the time for presentation of claims has expired and claims have been paid.)

6. Close the Estate

- File verified Closing Statement

-- Completed on \_\_\_\_\_ --

**No earlier than December 20, 2011.** (Four months after the original appointment, but also after the time for presentation of claims has expired (A.R.S. § 14-3933).)