

IN THE CHANCERY COURT OF HINDS COUNTY, MISSISSIPPI
_____ JUDICIAL DISTRICT

IN THE MATTER OF THE ESTATE OF

CAUSE NO. _____

PROCEDURAL CHECKLIST FOR
ADMINISTRATION OF ESTATE

Attorney shall initial each item attesting that all necessary steps have been taken to complete the administration of the estate and file this document with the Clerk.

- _____ Petition to appoint Administrator/Executor filed (MEC # _____)
(Testate: attached copy of will and proper proof of due execution)
- _____ Order appointing Administrator/Executor (and in Testate estate, admitting Last Will and Testament to probate) (MEC # _____)
- _____ Oath of Administrator/Executor filed (MEC # _____)
- _____ Bond of Administrator/Executor filed (unless waived by Will or by Court at request of all known heirs) (MEC # _____)
- _____ Letters Testamentary or Letters of Administration Issued (MEC # _____)
- _____ Diligent effort to identify creditors and notice of estate proceeding mailed to all creditors identified
- _____ Affidavit of Identification and Notification of Known Creditors filed prior to publication (MEC # _____)
- _____ Notice to Creditors published and Proof of Publication filed (MEC # _____)
- _____ Testate estate—Original Last Will & Testament delivered to clerk and filed with MEC as Document No. _____.
- _____ Intestate estate---Heirship determined after filing of petition and serving Rule 81 process on unknown heirs and known heirs, unless process waived (MEC # _____)
- _____ Inventory, accounts and/or appraisal of personal property filed, unless waived (MEC # _____)
- _____ All probated claims paid with evidence of such payment filed or Petition to Close states specific claims will be paid in conjunction with the closing of the estate
- _____ Petition to approve or waive final accounting, to distribute assets and close estate filed (MEC # _____)
- _____ All interested parties have been served with Rule 81 Process of the petition to close unless such party joined in the petition or signed a waiver of process and entry of appearance executed after the filing of the petition.
- _____ All requested attorney fees and expenses have been disclosed to all interested parties and no objection to same was raised by any party.

Signed and certified to the Court this the _____ day of _____,
20____.

ATTORNEY FOR ESTATE