

Public Administrator's Office

Overview of the Stages of Administration

Initial Stage:

Deputy Public Administrator staff investigates referrals to determine the type and size of the estate and protect the assets from waste, loss, or misappropriation. Staff will locate and contact the family to gather additional information and determine if they wish to act as the personal representative. If not, documents are obtained stating the family wishes to decline to act and nominates the Public Administrator to act on their behalf. A Petition for Appointment is prepared and submitted to Superior Court to set the matter for hearing.

Second Stage:

After the Petition is granted and Letters of Administration are issued, administration of the estate begins. Administration activities include, but are not limited to closing bank accounts, noticing creditors, appraisal of all assets, determining any benefits owed to the estate, evaluating and preparing estate property for sale.

Final Stage:

The final stages of administration include payment of creditor claims, tax liabilities, and preparation of a final petition and accounting for court review and approval. The court will set a date for a final hearing. Upon court approval of the accounting, an Order is issued permitting payment of claims, awarding administrative fees, and distributing remaining assets to the appropriate beneficiaries. This final court process generally takes approximately four to eight weeks.