

Checklist
Administering Newly Discovered Assets and Reopening an Estate
Full Administration

Note: *All paperwork must be typed. We will not accept handwritten documents.
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. Most full administration estates in this Court do not close immediately upon approval of a final account. It is a general practice in this Court that estates remain open one year from the date of approval of a final account. 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:

Filing Fee: \$30 plus \$2.00 for each certified Letter of Authority

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

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

If administering newly discovered assets after approval of a final account, but before the Estate closes, with a NEW Fiduciary:

Filing Fee: \$45 plus \$2.00 for each certified Letter of Authority

- Application for Authority to Administer Estate (Form 4.0)
 - o If applicant is a nonresident fiduciary, see Local Rule 60.4 for requirements
- 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
 - o If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Waiver of Right to Administer (Form 4.3) *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
- Fiduciary Acceptance (GC Form 60.2-B)
- Entry Appointing Fiduciary; Letters of Authority (Form 4.5)
- Report of Newly Discovered Assets and Order to Administer (GC Form 100.1-H)

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

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

Filing Fee: \$40 plus \$2.00 for each certified Letter of Authority

- Application to Reopen Estate and Qualify Fiduciary (GC Form 100.1-F)
 - Entry Granting Application to Reopen Estate and Qualify Fiduciary (GC Form 100.1-G)
 - Contact Information Form (GC Form 75.3-A)
 - Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
 - 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 (GC Form 100.1-H)
- OR**
- Inventory and Appraisal (Form 6.0) (see Estate Supplemental Filings Checklist on Inventory and Transfers for requirements)
- OR**
- Notice of Appointment for Wrongful Death or Survival Action (GC 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 Extensions, Extended Administration and Accounts for more information)

If re-opening a closed estate with a NEW Fiduciary:

Filing Fee: \$55 plus \$2.00 for each certified Letter of Authority

* Service Fees for FedEx Commercial Carrier Service will be due at the time of hearing or appointment of fiduciary *if applicable*

- Application to Reopen Estate and Appoint Successor Fiduciary (GC Form 100.1-I)
 - Application for Authority to Administer Estate (Form 4.0)
 - o If applicant is a nonresident fiduciary, see Local Rule 60.4 for requirements
 - 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
 - o If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
 - Contact Information Form (GC Form 75.3-A)
 - Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
 - Waiver of Right to Administer (Form 4.3) *If applicable*
 - Notice of Citation of Hearing on Appointment of Fiduciary (Form 4.4) *If applicable*
 - Fiduciary's Bond (Form 4.2) *If applicable* (See Local Rule 75.2 on bond requirements)
 - Fiduciary Acceptance (GC Form 60.2-B)
 - Entry Granting Application to Reopen Estate and Appoint Successor Fiduciary (GC Form 100.1-J)
 - Entry Appointing Fiduciary; Letters of Authority (Form 4.5)
 - Report of Newly Discovered Assets and Order to Administer (GC Form 100.1-H)
- OR**
- Inventory and Appraisal (Form 6.0) (see Estate Supplemental Filings Checklist on Inventory and Transfers for requirements)
- OR**
- Notice of Appointment for Wrongful Death or Survival Action (GC 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 Extensions, Extended Administration and Accounts for more information)