

Appointment of Personal Representative – Decedent’s Estate

If the decedent left a Will, within 30 days of decedent’s death:

1. File all original Wills & Codicils with the court;
2. Mail a copy of the Will to the named executor; or
3. If the executor’s address is unknown, mail a copy of the Will to a beneficiary named in the Will.

Probate Code § 8200

File:

1. Petition for Probate – **DE-111**
2. Duties & Liabilities – **DE-147**
3. Confidential Supplement to Duties & Liabilities – **DE-147(S)**
4. Proposed Order for Probate – **DE-140**
5. Proposed Letters – **DE-150**
6. Certificate of Assignment – **RI-P29**

Probate Code §§ 8801 & 8226

The Court Hearing will be set within 30-45 days.

NOTE: You may be required to post a bond before the Court will allow you to act as personal representative. Click [HERE](#) for more information.

More than 15 Days Before the Court Hearing:

1. Complete a Notice of Petition to Administer Estate – **DE-121**
2. *Mail a copy of the Notice to each person listed in item 8 of the Petition for Probate (DE-111).
*You cannot mail the Notice; it must be mailed by someone else who is 18 years or older.
3. File the Notice (with the Proof of Service on page 2 completed) with the court.
4. You must publish the Notice of Petition to Administer Estate in a newspaper circulated in the city where the decedent lived at the time of death. The Notice must be published three times with at least five days between the first and last publication dates. The first publication must be at least 15 days before the hearing. **Probate Code § 8120** You can only publish the Notice in certain newspapers.
Click here for authorized newspapers in Riverside County.
5. Review the court’s **probate notes and correct errors, if any.**

Probate Notes:

If the probate notes show there are problems with the forms you filed, you must correct those problems before the hearing. Depending on the error, you may need to file a Declaration (**MC-030**) to supplement the Petition. The Declaration must be filed at least 4 court days before the hearing. Serve the Declaration by completing a Notice of Hearing. **DE-120.**

Click here to learn about probate notes. If you have any questions about your probate notes, contact the probate examiner at: probate.examiners@riverside.courts.ca.gov

Probate notes are usually created 10 court days prior to the hearing, and are updated 3 court days prior to the hearing in the evening.

To learn about Probate Notes go to: <http://www.riverside.courts.ca.gov/selfhelp/whatareprobatenotes.pdf>

After the Hearing:

1. Get the Order for Probate (DE-140);
2. Get a Bond, if required, and file it with the court;
3. Get a certified copy of the Letters – (DE-150).

For more information about Decedent’s Estates go to: <http://www.riverside.courts.ca.gov/selfhelp/willsestates.shtml>