

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.*

\_\_\_ Order appointing Administrator/Executor (and in Testate estate, admitting Last Will and Testament to probate).

\_\_\_ Oath of Administrator/Executor filed.

\_\_\_ Bond of Administrator/Executor filed (unless waived by Will or by Court at request of all known heirs).

\_\_\_ Letters Testamentary or Letters of Administration Issued.

\_\_\_ 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.

Date: \_\_\_\_\_

\_\_\_ Notice to Creditors published and Proof of Publication filed.

First Date of Publication: \_\_\_\_\_

\_\_\_ Testate estate – Original 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.

\_\_\_ Inventory, accounts and/or appraisal or personal property filed, unless waived.

\_\_\_ 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.

\_\_\_ All interested parties have been served with Rule 81 Process of the petition to close unless such party joined in the petition or a signed 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