

SUPERIOR COURT OF ARIZONA IN COCHISE COUNTY

INFORMAL CHECKLIST

Please complete the checklist below and include with the application.
Applications missing any components listed will be rejected.

Probate Cover Sheet	
<input type="checkbox"/>	Is the Probate Information Cover Sheet completely filled out and is the correct Nature of Action checked?
Original Will	
<input type="checkbox"/>	<p>Is the ORIGINAL WILL signed, with two (2) witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> If you do not have the signed original will, you cannot go through the Informal process. The signed original will is needed on testate estates ONLY.
<input type="checkbox"/>	<p>Was the ORIGINAL WILL signed on or after October 1, 2019? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> If the will was signed on or after October 1, 2019, and is not made self-proved as described in A.R.S. § 14-2504, are both of the witnesses disinterested (i.e., not a devisee and not related to a devisee by blood, marriage, or adoption)? <p>If the answer to this question is not "yes," the will is not valid. (See A.R.S. § 14-2505.)</p>
Application	
<input type="checkbox"/>	Is the Application for Informal Probate completely filled out with all questions answered? Is it signed and notarized?
<input type="checkbox"/>	Is the Date of death completed (#3 on the Application)?
<input type="checkbox"/>	Is the date of the will on the <i>Application</i> (#4 and #9,) the same as the date(s) on the Will?
<input type="checkbox"/>	Are the surviving spouse, surviving children, heirs, and anyone entitled to take property listed (#5 on the Application)?
<input type="checkbox"/>	<p>Is the "tardy" language / restrictions included on <i>Application</i> (if applicable) (#13)?</p> <ul style="list-style-type: none"> Only needed if it has been more than two (2) years since the date of death.
Statement	
<input type="checkbox"/>	Is the <i>Statement</i> completely filled out?
<input type="checkbox"/>	Is the date on the <i>Statement</i> (" THE PROBATE REGISTRAR FINDS: #1, and " THEREFORE ", #2) the same as the date(s) on the Will?
<input type="checkbox"/>	Is the "tardy" language / restrictions included on <i>Statement</i> (if applicable) (should be manually entered after "THEREFORE", #4)?
Letters	
<input type="checkbox"/>	Is the "tardy" language /restrictions included on the <i>Letters of Appointment</i> (if applicable)?
<input type="checkbox"/>	Is the Letters and Acceptance of Appointment as Personal Representative signed and notarized by the proposed Personal Representative?

Other	
<input type="checkbox"/>	Is the Waiver of Bond included, signed, and notarized (if applicable) ?
<input type="checkbox"/>	Are the Waiver of Right to Appointment as Personal Representative and Consent to Appointment of Personal Representative included, signed, and notarized (if applicable) ?
<input type="checkbox"/>	Is the Order to Personal Representative and Acknowledgement and Information to Heirs/Devisees signed by the proposed Personal Representative?
<input type="checkbox"/>	<p>Is the Training Certificate for the proposed Personal Representative included?</p> <ul style="list-style-type: none"> To complete the training, go to the following website: (English) http://www.azcourts.gov/educationservices/COJET-Classroom/Probate-Personal-Representative (Spanish) https://azcourthelp.org/finder/probate/conservatorship/28-conservatorship-form-training-english/file