



1. Determine Fiduciary Role

- Personal Representative – must be appointed by court
- Trustee of Revocable Living Trust – may be appointed in trust agreement

2. Identify Probate and Non-Probate Assets

- Probate: Assets in Decedent's Name Alone
- Non-Probate:
 - Jointly-held Assets
 - Assets governed by beneficiary designation
 - Assets titled to trust

3. Petition Court to Probate the Will (if necessary)

- Personal Representative submits original Will to Probate Court
- Probate Court issues Letter Testamentary to Personal Representative

4. Notify Beneficiaries

5. Manage Assets Subject to Estate Administration

- Secure real and personal property
- Consolidate investments into estate or trust account
- File claims for life insurance as appropriate
- Liquidate Assets as directed by law and/or estate documents

6. Address Final Debts and Expenses

- Probate-required notice to known creditors
- Payment from estate or trust account

7. Ensure Necessary Tax Returns Filed

- Final Individual Income Tax Return
- Estate Income Tax Return
- Federal Estate Tax Return

8. Distribute Assets to Beneficiaries

9. Close Estate and/or Wind Down Revocable Living Trust