

**STATE OF NEW MEXICO
IN THE PROBATE COURT
MORA COUNTY**

**IN THE MATTER OF THE ESTATE OF
_____, DECEASED**

No. _____

**ORDER OF INFORMAL PROBATE OF WILL AND
APPOINTMENT OF PERSONAL REPRESENTATIVE
(WILL)**

This matter comes before the court on the application for informal probate of the will of the decedent and for informal appointment as personal representative of the estate of the decedent. The court having considered the application, **FINDS** that

1. The application for informal probate of will and for informal appointment of personal representative is complete;
2. The applicant has affirmed under penalty of perjury under the laws of the State of New Mexico that the statements contained in the application are true and correct;
3. On the basis of the statement in the application, this court has jurisdiction;
4. On the basis of the statements in the application, this court has venue;
5. An original, duly executed, and apparently unrevoked will of the decedent is in the possession of this court;
6. On the basis of the statements in the application, the applicant gave notice of the filing of the application to each person demanding notice, in any;
7. It appears from the application that this proceeding was commenced within the limitations prescribed by the laws of the State of New Mexico;
8. The applicant is an interested person as defined by the law, and is not disqualified to serve as personal representative of the estate of the decedent;
9. From the statements in the application and from the contents of the will, the applicant has priority entitling the applicant to be appointed as personal representative of the estate of the decedent; and
10. According to the application, no other personal representative has been appointed in New Mexico or in any other state.

THEREFORE, THIS COURT ORDERS that

- A. The applicant is granted;
- B. The will of the decedent is informally probated;

(If anyone has an equal or higher priority than you for appointment as personal representative, as discussed in Rule 1B-306 NMRA, Step 1, have each sign below to show that person's consent to your serving as personal representative.)

I consent to the appointment of the personal representative listed above;

Name: _____

Signature: _____

Relationship to decedent: _____

Address, City, State and ZIP code: _____

Name: _____

Signature: _____

Relationship to decedent: _____

Address, City, State and ZIP code: _____

Name: _____

Signature: _____

Relationship to decedent: _____

Address, City, State and ZIP code: _____

USE NOTE

1. **SEE** NMSA 1978, Section 45-3-308 for proof and finding required prior to appointment of personal representative and NMSA 1978, Section 45-3-307 for informal appointment of personal representative.

2. If the applicant is an "heir," as defined in Rule 1B-102 NMRA, use the bracketed language. [Approved, effective September 15, 2000, as amended by Supreme Court Order No. 07-8300-005, effective March 1, 2007; 4B-303 by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018]

- C. The applicant _____ (*name of applicant*) is informally appointed as the personal representative of the estate of the decedent, without bond, in an unsupervised administration;
- D. Letters Testamentary shall be issued to eh applicant upon the applicant’s acceptance of the office of personal representative.

(SEAL)

Probate Judge

Joanne E. Padilla-Salas

Date: _____, 20 _____.

Submitted by:

Signature of applicant

Printed name

Address, City, State and ZIP code

Telephone, Email (optional)

USE NOTE

*SEE NMSA 1978, Section 45-3-308 for proof and findings required prior to appointment of personal representative and NMSA 1978, Section 45-3-307 for informal appointment of personal representative.
[Approved, effective September 15, 2000, as amended by Supreme Court Order No. 07-83-005 effective March 1, 2007, 4B-104 recompiled and amended as 4B-304 by Supreme Court Order No. 18-8300-0014 effective for all cases pending or filed on or after December 31, 2018]*

4B-305. Acceptance of appointment as personal representative (no will) (will)
[For use with Rule 1b-304 and 1B-306 NMRA]

**STATE OF NEW MEXICO
IN THE PROBATE COURT
MORA COUNTY**

IN THE MATTER OF THE ESTATE OF
_____, **DECEASED**

No. _____

**ACCEPTANCE OF
APPOINTMENT AS PERSONAL RERESENTATIVE
(NO WILL) (WILL)**

I _____, accept the duties of personal representative of the estate of the decedent, and agree to perform the duties of the office to the best of my abilities according to the law.

I affirm under penalty of perjury under the laws of the State of New Mexico that all the above statements are true and correct.

Date: _____, 20__.

Signature of applicant

Printed name

Address, City, State and ZIP code

Telephone number, Email (optional)

USE NOTE

*SEE NMSA 1978, Section 45-3-307 and NMSA 1978, Section 45-3-601 for acceptance of appointment of personal representative.
[Approved, effective September 15, 2000, as amended by Supreme Court Order No. 07-8300-005, effective March 1, 2007; 4B-105 recompiled and amended as 4b-305 by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018]*

4B-401. Notice of informal appointment of personal representative
[For use with Rules 1B-304, 1B-306 and 1B-401 NMRA]

**STATE OF NEW MEXICO
IN THE PROBATE COURT
MORA COUNTY**

IN THE MATTER OF THE ESTATE OF
_____, **DECEASED.**

No. _____

**NOTICE OF INFORMAL APPOINTMENT OF
PERSONAL REPRESENTATIVE**

YOU ARE HEREBY NOTIFIED THAT

1. This notice is being sent to heirs [and devisees] of decedent.
2. On _____, 20____,(date) _____
(personal representative=s name) was appointed the personal representative of the estate of the decedent in an informal proceeding under the Probate Code.
3. No bond has been filed.
4. All documents relating to the estate of the decedent are on file with the **Probate Court of Mora County**. They are available for your inspection.
5. The estate of the decedent is being administered by the personal representative according to the terms of the Probate Code without supervision from the court. You are entitled to information regarding the administration of the estate of decedent from the personal representative. You may also petition the court in any matter relating to the estate of the decedent, including distribution of assets and expenses of administration.

Dated _____, 20_____.

Signature of personal representative

Printed name

Address, City, State and ZIP Code

Telephone Number, Email (optional)

USE NOTE

See NMSA 1978, Section 45-3-705 for notice of appointment of personal representative.
[Approved, effective September 15, 2000, as amended by Supreme Court Order No. 07-8300-005, effective March 1, 2007; 4B-201 recompiled and amended as 4B=401 by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018]

4B-501. Notice to creditors by publication and notice to creditors by written notice (mailing or other delivery).
[For use with rules 1B-304, 1B-306, and 1B-401 NMRA]

**STATE OF NEW MEXICO
IN THE PROBATE COURT
MORA COUNTY**

IN THE MATTER OF THE ESTATE OF
_____, **DECEASED**

No. _____

NOTICE TO CREDITORS

NOTICE IS HEREBY GIVEN that the undersigned has been appointed personal representative of the estate of the decedent. All persons having claims against the estate of the decedent are required to present their claims within four (4) months after the date of the first publication of any published notice to creditors or sixty(60) days after the date mailing or other delivery of this notice, whichever is later, or the claims will be forever barred. Claims must be presented either to the undersigned personal representative at the address listed below, or filed with the Probate Court of Mora County, New Mexico, located at the following address: P.O. Box 580 Mora NM 87732.

Dated: _____, 20____.

Signature of personal representative

Printed name

Address, City, State and ZIP code

Telephone number, Email (optional)

USE NOTE

SEE NMSA 1978, Sections 45-3-801 for notice to creditors' provision.
[Approved, effective September 15, 2000, as amended by Supreme Court Order No. 07-8300-005, effective March 1, 2007; 4B-301 recompiled and amended as 4B-501 by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018]