

# GUIDELINES TO FILE FOR LETTERS OF ADMINISTRATION

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IN ORDER TO FILE FOR ADMINISTRATION, THE COURT NEEDS THE FOLLOWING:

- 1) **Certificate** (Found in Personal Representative Handbook)
- 2) **Petition for Letters of Administration**
- 3) **\*Personal Representative Bond (For more information, see below.)**
- 4) **Certified copy of Death Certificate**
- 5) **\$111.00 Filing Fee** (We accept cash, money order, MasterCard or Visa)  
**NO PERSONAL CHECKS ACCEPTED**

(The filing fee includes \$45.00 for Court Cost and \$66.00 for Notice to Creditors)

## **REQUIREMENTS:**

- 1) PETITIONER MUST BE AN ALABAMA RESIDENT.
- 2) PERSONAL ESTATE MUST BE ITEMIZED SEE FOLLOWING EXAMPLE:  
Regions Bank \$0.00, 1940 Chevrolet Silverado \$0.00, furniture \$0.00, Jewelry \$0.00
- 3) **BOND** - CONTACT INSURANCE COMPANY AND THEY WILL ISSUE THE BOND.  
**(Sample bond form available on website listed below.)**
  1. The amount of bond is the **Total of Rental Income and Personal Estate** figured as follows: **\* (Note: A minimum bond of \$10,000 is required.)**
    - One year's estimated rental income on real property
    - One year's estimated income from investments (stocks, bonds)
    - Total value of personal property (vehicles, cash/investments, household items, stocks/bonds, etc.)
    - **Important:** Do not include property in the bond amount (such as real estate) that cannot be disposed of without court order or securities deposited under arrangements requiring an order of the court.
  2. **The name of the deceased and the name of the Personal Representative on the bond must agree with the names on the Petition for Letters of Administration.**

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**Probate Judge**  
**P. O. Box 223**  
**Montgomery, AL 36101-0223**  
**(334) 832-1244 OR (334) 832-7729**  
To download our forms, go to: [www.mc-ala.org/probate](http://www.mc-ala.org/probate)

**PETITION FOR LETTERS OF ADMINISTRATION**

**STATE OF ALABAMA  
MONTGOMERY COUNTY**

**PROBATE COURT  
CASE NO: \_\_\_\_ - \_\_\_\_\_**

**To the Honorable Probate Judge, Montgomery County:**

**PETITION OF** \_\_\_\_\_,  
respectfully represents that the deceased, \_\_\_\_\_, departed this life on or about  
the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, leaving no Last Will and Testament; so far as your petitioner  
knows or believes; and that the said decedent was at the time of his/her death an inhabitant of Montgomery County,  
and died seized and possessed of real and personal estate in this State consisting chiefly of:

**REAL ESTATE** (Address or Legal Description): \_\_\_\_\_  
Estimated value \$ \_\_\_\_\_ **Amount of Yearly Rental Income (if applicable)** 1. \$ \_\_\_\_\_

**PERSONAL ESTATE** (If additional space is needed, please attach separate sheet): **Total Approximate Value**  
➤ Cash/Bank Accounts/Certificates of Deposit/Stocks/Bonds/Brokerage Accounts  
(Value of each) \_\_\_\_\_ 2. \$ \_\_\_\_\_  
➤ One year estimated income from investments, cash and bank accounts 3. \$ \_\_\_\_\_  
➤ List other assets of significant value (Examples: car, jewelry, household items)  
(Value of each) \_\_\_\_\_ 4. \$ \_\_\_\_\_

**Grand Total of Rental Income and Personal Estate (1, 2, 3, 4) \$ \_\_\_\_\_**

Your petitioner represents that the name(s), age(s), relationship(s) and address(es) of the widow(er), heir(s) and  
distribute(s) of the decedent so far as your petitioner knows or believes, are as follows, to-wit:(if additional space is  
needed, please attach separate sheet)

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>
_____	_____	<u>Widow(er)</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

That said widow(er) and heir(s) listed above are of sound mind and over the age of 19 years unless otherwise stated.  
That your petitioner, being the \_\_\_\_\_ (relationship, if any) of said decedent, is an inhabitant of  
the State of Alabama, above the age of nineteen years, and in no respect disqualified under the law from serving as  
Personal Representative(s), and believing that the said estate should be immediately administered, to the end that the  
said property may be collected and preserved for those who shall appear to have a legal right or interest therein, does,  
therefore, by virtue of their right under the statute pray that your Honor will grant Letters of Administration on said  
estate to them upon them entering into bond in such sum as is required by law, and with security as shall be approved  
by your Honor.

**STATE OF ALABAMA  
\_\_\_\_\_ COUNTY**

\_\_\_\_\_, the **Petitioner**, being duly sworn deposes and says that the facts averred  
in the above petition are true, according to the best of my knowledge, information and belief.

Address: \_\_\_\_\_  
\_\_\_\_\_

**Petitioner**

Phone: \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
**Notary Public**

Attorney for Petitioner \_\_\_\_\_, Phone \_\_\_\_\_

Address: \_\_\_\_\_