

GUIDELINES TO FILE FOR LETTERS OF ADMINISTRATION

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

- 1) **Petition for Letters of Administration**
- 2) *** Bond (For more information, see below.)**
- 3) **Certified copy of Death Certificate**
- 4) **\$111.00 Filing Fee** (We accept cash, money order, or credit/debit cards)

(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.
*** (Note: A minimum bond of \$10,000 is required.)**
 1. **The names of the deceased and the administrator on the bond must agree with the names on the petition for letters of administration.**
 2. Amount of bond is the **Total of Rental Income and Personal Estate** figured as follows:
 - 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.

Probate Judge
P. O. Box 223
Montgomery, AL 36101-0223
(334) 832-1244
To download our forms, go to: www.mc-ala.org

PETITION FOR LETTERS OF ADMINISTRATION

**STATE OF ALABAMA
MONTGOMERY COUNTY**

**PROBATE COURT
CASE NO: ____ - _____**

To the Honorable Judge of Probate Court, 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
_____ County, State of _____ and died seized and possessed of real
and personal estate in Montgomery County, Alabama 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), and next of kin
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 next of kin 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.

Petitioner's Address: _____

Petitioner's Signature

Phone: _____

**STATE OF ALABAMA
MONTGOMERY COUNTY**

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

Subscribed and sworn before me, this _____ day of _____, _____.

(SEAL)

Notary Public's Signature

Attorney for Petitioner _____, Phone _____

Address: _____