

INSTRUCTIONS FOR CLOSING A SMALL ESTATE INFORMALLY

These standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as you would be if you were an attorney.

GENERAL INFORMATION

- ◆ Unless prohibited by order of the Court and except for estates being administered in supervised administration the Personal Representative may file to close an estate informally six months after appointment or one year from date of death of the decedent whichever occurs first.
- ◆ The estate should have been fully administered including making payment, settlement or other disposition of claims, expenses of administration, taxes, and distribution.
- ◆ Closing an estate informally does not result in court approval of the actions of the Personal Representative nor a court discharge. It is merely the statement of the Personal Representative indicating their belief that the administration is completed.
- ◆ If no proceedings involving the Personal Representative are pending in the court one year after the closing statement is filed, the appointment of the Personal Representative is terminated. The Registrar takes no further action and no decree is issued.
- ◆ For additional information, please review §§15-12-1008 - 1009, C.R.S.
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website:
http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

COMMON TERMS

- ☒ Estate: All of the property (real or personal) owned by a person on the date of death that is subject to probate.
- ☒ Informal: A proceeding without a hearing by an officer of the court acting as a Probate Registrar.
- ☒ Intestate: Estate in which the Decedent **did not leave a Will.**
- ☒ Interested Persons: Persons identified by Colorado Law who must be given notice of a court proceeding. This term may include heirs, children, spouse, devisees, beneficiaries, creditors, claimants, and persons having priority to serve as Personal Representative, depending on the circumstances.
- ☒ Letters: A document issued by the court, identifying the authority of a Personal Representative.
- ☒ Personal Representative: A person at least 21, resident or non-resident of Colorado, who has been appointed to administer the estate of the Decedent; previously referred to as Executor/Executrix.
- ☒ Small Estate: Estate with a value, less liens and encumbrances, that is not more than \$60,000.00
- ☒ Testate: Estate in which the Decedent **left a Will.**

If you do not understand this information, please contact an attorney.

FEES

No filing fee is required. Other fees that a party to the case may encounter are:

- Certification of Orders and Letters \$20.00
- Copy of Documents \$.75 per page

