

## PROPOSED CHANGES TO THE JUDICIAL RESOURCE MANUAL (JRM)

### AUDIT RECOMMENDATION #2.B. AND RESPONSE

1) Discussion Item: *“designating when a Public Administrator (PA) is involved in a case.”*

Proposed changes to the following JRM sections:

- Intestate – Informal & Formal
- Testate – Informal & Formal
- Special Administrator – Informal & Formal

#### Proposed change:

Enter party information with name, address, phone and e-mail address. (Decedent’s address information not required).

- **PAD – Public Administrator and Deputy Public Administrator.** (Enter PAD even if it is the Public Administrator/Deputy Public Administrator filing the petition and/or is the nominee.)

2) Discussion Item: *“specify that the court must assign a case number for each Public Administrator’s statement filed, including those reported in a bundle. In addition, we will require court staff to enter the code indicating the value of the estate cases.”*

Proposed changes to the following JRM section:

- Public Administrator Statement

#### Proposed changes:

### COURT PROCEDURE

- Public Administrator Statement is filed and case number assigned
  - A **separate** Public Administrator Statement **must** be filed for **each** decedent’s small estate;
  - A **separate** case number **must** be assigned to each Public Administrator Statement filed; and
  - The above financial codes **must** be used when receipting-in the filing fees.
- Party Type
  - Enter party type **PAD** for Public Administrator
- Event Code
  - Enter event code **ESTV** – Estate Value Code
  - Enter event comments – entering the gross value of the estate