

**STATE OF MICHIGAN
PROBATE COURT
COUNTY OF**

**NOTICE OF APPOINTMENT AND
DUTIES OF PERSONAL REPRESENTATIVE**

FILE NO.

Estate of _____

TO ALL INTERESTED PERSONS:

1. On _____ I was appointed personal representative as requested in the application or petition for probate of
Date

this estate (copy attached unless previously sent). I am serving ☐ without bond. ☐ with bond in the amount of \$ _____.

The papers related to the estate are on file with the _____ County Probate Court located at

_____. This ☐ is ☐ is not a supervised administration.
Address

☐ 2. Attached is a copy of the will of the decedent which ☐ was ☐ was not admitted to probate and under which I will administer, manage, and distribute the estate.

3. The court does not supervise the personal representative in the administration of an estate except in limited circumstances.

4. If I was appointed informally, you or another interested person may petition the court objecting to my appointment and/or demanding that I post a bond or an additional bond. The petition must be filed with the probate court along with the applicable fee. Unless the court grants the petition, I will continue to serve as appointed.

5. You or another interested person may petition for a hearing by the court on any matter at any time during the administration of the estate, including for distribution of assets and allowance of expenses of administration. The petition must be filed with the probate court along with the applicable fee.

6. If you continue to be an interested person (such as an heir of an intestate estate or devisee or beneficiary under the will of the decedent), I will provide you with: 1) a copy of the inventory within 91 days of my appointment; 2) unless waived by you, a copy of an account including fiduciary fees and attorney fees charged to the estate, within 1 year of my appointment; and 3) a copy of the closing statement or settlement petition when the estate is ready for closing.

7. To avoid penalties, I must have paid any federal estate and Michigan estate taxes within 9 months after the date of the decedent's death or another time period specified by law.

8. The estate may not be closed earlier than 5 months after the date of my appointment except in limited circumstances. If the estate is not settled within 1 year after my appointment, within 28 days after the anniversary of the appointment, I must file with the court and send to each interested person a notice that the estate remains under administration and the reason for the continuation of the estate. If you do not receive such a notice, you may petition the court for a hearing on the necessity for continued administration or for closure of the estate.

Date of notice

Attorney name Bar no.

Name

Address

Address

City, state, zip Telephone no.

City, state, zip Telephone no.

ATTENTION: The above duties are not the only duties required of the personal representative. This notice of appointment must be served on all interested persons within 14 days after the appointment of the personal representative.

Do not write below this line - For court use only