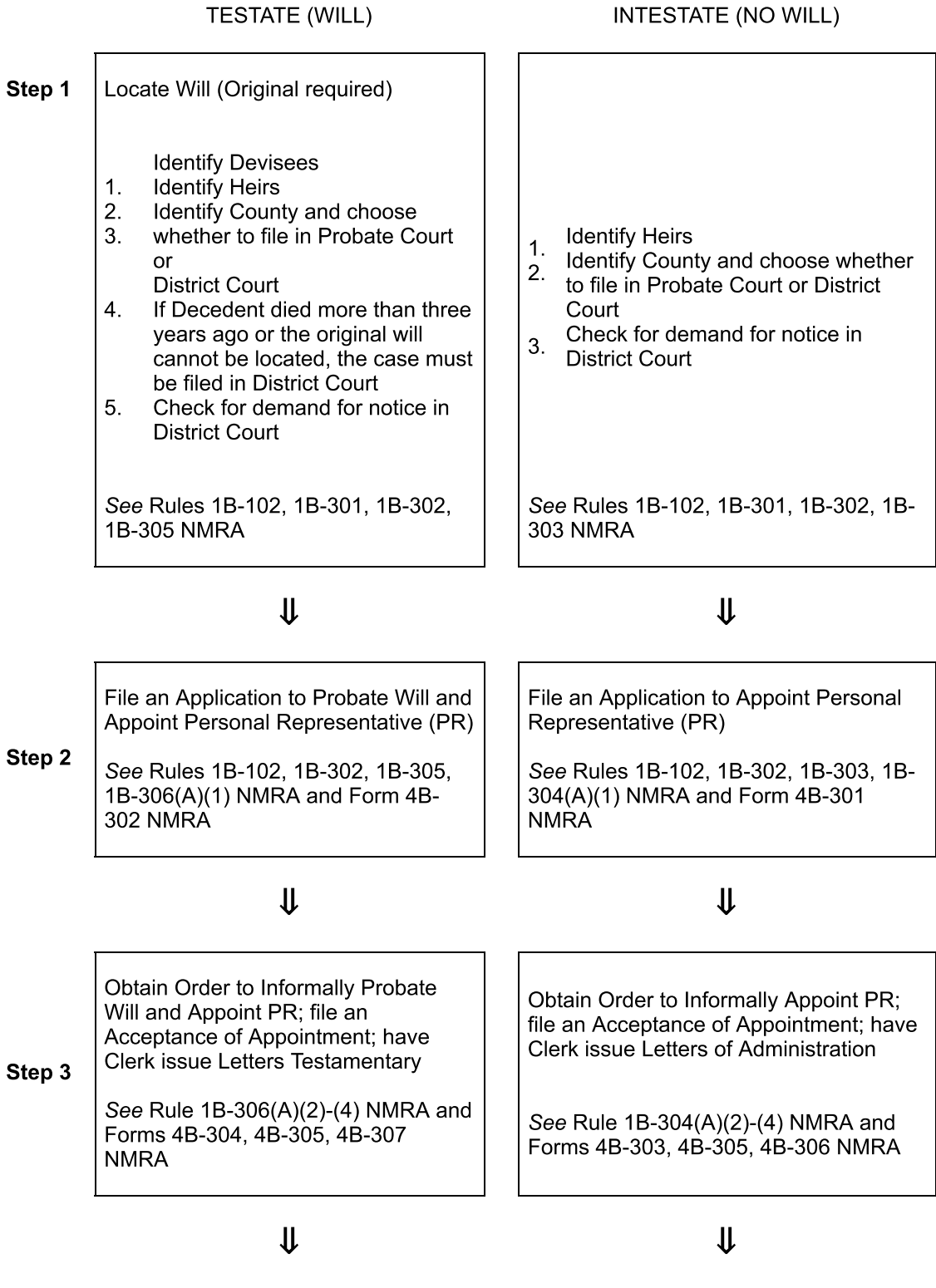


4B-101. Opening and closing a probate court case (Flow chart).

OPENING AND CLOSING A PROBATE COURT CASE



Step 4

Within 30 days of Appointment, Send Notice of Appointment, Order, and copy of Will to Devisees, Heirs, and any person who has filed a demand for notice

See Rules 1B-102, 1B-306(B) NMRA and Forms 4B-401, 4B-402 NMRA



Step 5

Decide whether to Notify Creditors
If Creditors will be notified,
(a) send notice,
(b) publish notice, OR
(c) both

See Rules 1B-102, 1B-305, 1B-306(C) NMRA and Form 4B-501 NMRA



Step 6

Collect/Inventory Assets of the Decedent, Value Assets (within 3 months of appointment), and Determine Debts of the Decedent

Inventory does not have to be filed with the court

See Rules 1B-305, 1B-306(D) NMRA and Form 4B-601 NMRA



Step 7

Pay the Family Allowance (\$30,000) and Personal Property Allowance (\$15,000) if required

See Rules 1B-102, 1B-305, 1B-306(E) NMRA



Within 30 days of Appointment, Send Notice of Appointment and Order to Heirs and any person who has filed a demand for notice

See Rules 1B-102, 1B-304(B) NMRA and Forms 4B-401, 4B-402 NMRA



Decide whether to Notify Creditors
If Creditors will be notified,
(a) send notice,
(b) publish notice, OR
(c) both

See Rules 1B-102, 1B-303, 1B-304(C) NMRA and Form 4B-501 NMRA



Collect/Inventory Assets of the Decedent and Value Assets (within 3 months of appointment), and Determine Debts of the Decedent

Inventory does not have to be filed with the court

See Rules 1B-303, 1B-304(D) NMRA and Form 4B-601 NMRA



Pay the Family Allowance (\$30,000) and Personal Property Allowance (\$15,000) if required

See Rules 1B-102, 1B-303, 1B-304(E) NMRA



Step 8

Pay costs and expenses of administration

See Rules 1B-102, 1B-305, 1B-306(F)(1) NMRA

Pay costs and expenses of administration

See Rules 1B-102, 1B-303, 1B-304(F)(1) NMRA



Step 9

Pay Creditors or Dispute Claims

See Rules 1B-102, 1B-305, 1B-306(F)(2)-(4) NMRA

Pay Creditors or Dispute Claims

See Rules 1B-102, 1B-303, 1B-304(F)(2)-(4) NMRA



If you did not deal with Creditors, you should wait a year from date of death to distribute assets, or you may owe unpaid Creditors

See Rule 1B-306(F)(2) NMRA

If you did not deal with Creditors, you should wait a year from date of death to distribute assets, or you may owe unpaid Creditors

See Rule 1B-304(F)(2) NMRA

Or

Or

If you published notice to Creditors, sent notice to known Creditors, and paid all Creditors with allowed claims, and if the time for Creditors to make their claims has elapsed, you may distribute assets

See Rules 1B-305, 1B-306(C)(1) NMRA

If you published notice to Creditors, sent notice to known Creditors, and paid all Creditors with allowed claims, and if the time for Creditors to make their claims has elapsed, you may distribute assets

See Rules 1B-303, 1B-304(C)(1) NMRA



Step 10

Prepare an Accounting of Administration, which does not have to be filed with the court, send the Accounting to Devisees and those who filed a demand for notice, and distribute remaining assets to Devisees

See Rules 1B-102, 1B-306(H)(1) NMRA and Form 4B-602 NMRA

Prepare an Accounting of Administration, which does not have to be filed with the court, send the Accounting to Heirs and those who filed a demand for notice, and distribute remaining assets to Heirs

See Rules 1B-102, 1B-304(H)(1) NMRA and Form 4B-602 NMRA



Step 11

Close probate and estate when you meet the requirements in the Verified Statement

See Rule 1B-306(H)(2), (3) NMRA and Forms 4B-701, 4B-702 NMRA

Close probate and estate when you meet the requirements in the Verified Statement

See Rule 1B-304(H)(2), (3) NMRA and Forms 4B-701, 4B-702 NMRA

[Adopted by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018.]