

CHECKLIST

SHORT FORM RELEASE *WITHOUT* WILL

Initial Filing Fee:

Court Costs: \$35.00

Requirements:

Filed in the Probate Court in the County where the decedent resided at time of death.

The Short Form Release may be used when:

1. The decedent's assets to be released **Do Not** include titled vehicles or real estate.
2. The assets have an established value at the date of death of not more than one thousand dollars (\$1,000).
3. Consents to the proposed distribution from all of the persons who would inherit the estate.
4. The funeral bill has been paid and the applicant is the person who paid it, the funeral was prepaid, or the payor of the funeral consents.
5. Creditors will not be prejudiced.

E-Filing Process:

When the following documents are accepted by the Court and approved the Entry Approving Short Form Release from Administration will be mailed to the Applicant.

Checklist:

- Application for Short Form Release (DCPC Form 5.20A)**
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)**
- Proposed Entry Approving Short Form release from Administration (DCPC Form 5.20C)**
- Waiver/Consent to Short Form Release (DCPC Form 5.20B)**
- Funeral Bill – which indicates who paid the funeral expenses and with the consent of the payor if not prepaid**
- Medicaid Recovery Acknowledgment (DCPC Form 7.1A) *(Required in every estate without an attorney)***
- Copies of documentation establishing the value of ALL assets listed on the application.**
- Copy of Marriage Abstract, if filing as the Surviving Spouse**
- Copy of Picture ID of the applicant**
- Copy of Death Certificate – with the social security number redacted**

Note: For dates of death prior to January 1, 2013, an estate tax Form ET 22 is required.