

CHECKLIST

SPECIAL ADMINISTRATION OF ESTATES

Initial Filing Fee:

Court Costs: \$90.00

Note: The Court may require the deposit of additional sums as a condition for making the appointment when it is deemed necessary to assure payment compensation for the services of the special administrator.

Requirements:

Where there is a delay in granting Letters of Authority, or a delay in opening an estate, the appointment of a special administrator may be requested in the County where the decedent was domiciled at time of death.

E-Filing Process:

When the following documents are accepted by the Court, and approved, the Entry Appointing Fiduciary; Letters of Authority will be mailed to the Applicant.

Checklist:

Application for Appointment of Special Administrator (DCPC Form 4.0SA)
Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
Proposed Entry Appointing Fiduciary; Letters of Authority
Special Administrator-Fiduciary's Acceptance
Copy of Death Certificate – with the social security number redacted
Fiduciary's Bond
Supplemental information regarding the specific circumstances necessitating a special administration and describing the nature of any special powers that that are requested.