

## Instructions: How to apply for emergency appointment as Special Administrator for funeral arrangements

These are the steps to ask the Court to make an emergency appointment of a “Special Administrator” with authority to make arrangements for handling the remains of a deceased person when no one has yet been appointed as “Personal Representative” (executor) of the estate.

This is an emergency request to be given authority to make decisions and arrangements without advance notice to other parties who would otherwise be entitled to know about it ahead of time. This is a serious matter and the Court will not grant this request unless it is satisfied this is an urgent situation.

1. Complete All Forms: Fill out all the forms completely and in black ink except for those portions for Court use. You will need to complete all or part of the following forms:

- Probate Cover Sheet.
- Application for Emergency Appointment of Special Administrator.
- Letters of Appointment and Acceptance of Appointment.
- Order Appointing Special Administrator.

### “Probate Cover Sheet”

- Leave “Case Number” blank. The Court will supply a case number when you file the papers.
- Write in the information requested about the person who died (the decedent), and the person who is applying to be appointed Special Administrator (called “Petitioner” on this form).
- Leave “Reason Fees Not Paid” and “Court Location Requested” blank for Court use.
- Under “Nature of Action”, under Section 200 for “Estates”, check the box next to 210 for “OTHER”, and write in “Emergency Special Administrator” (which you may abbreviate to “Emergency Special Admin”).
- Sign your name on page 2 (No other information is required on page 2 for this process).

### “Application for Emergency Appointment of Special Administrator”

Read this form and write in the information requested. Signing and filing this form is a statement to the Court that the information you have supplied is true and correct, under penalty of perjury.

### “Letters of Appointment” and “Acceptance of Appointment” (both on 1 page).

- Write in only the name of the person who died and the name of the person requesting appointment as Special Administrator.
- Leave the date and signature spaces under “Letters of Appointment” blank for Court use.
- You will later need to sign at the bottom of the form under “Acceptance of Appointment”.

### “Order Appointing Special Administrator”

- Write in only the name of the person who died and the name of the person to be appointed as Special Administrator.
- Leave the date and signature spaces blank for Court use only.

What to do next, after you have completed all forms:  
Go to the “Procedures” page, the last document in this packet, and follow the steps listed concerning the number of copies to be made, filing your papers, and getting your Court Order.