

**4B-901. Application for informal appointment
of special administrator.**

[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO
COUNTY OF _____
PROBATE COURT

IN THE MATTER OF THE ESTATE OF
_____, DECEASED. No. _____

**APPLICATION FOR INFORMAL APPOINTMENT
OF SPECIAL ADMINISTRATOR**

I, _____, state that

1. _____, the decedent, died on _____ at the age of _____ . At death, the decedent lived in _____ County, New Mexico. A probate action has not been filed anywhere in New Mexico.

2. I had the following relationship with _____, decedent:

I am the surviving spouse.

I am one of the heirs of the estate.

I am an interested person because I am _____ to the decedent.

3. A special administrator is necessary prior to appointment of a general personal representative to protect the estate of the decedent.

4. I am qualified to be appointed special administrator for the sole purpose of collecting and managing the assets of the estate of the decedent, preserving them, and accounting for and delivering the assets to the personal representative upon appointment.

I affirm under penalty of perjury under the laws of the State of New Mexico that all of the above statements are true and correct.

Signature of applicant

Printed name

Date

Address

City, state, and ZIP Code

Telephone number (optional)

Email address (optional)

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

4B-902. Order appointing special administrator.
[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO
COUNTY OF _____
PROBATE COURT

IN THE MATTER OF THE ESTATE OF
_____, DECEASED. No. _____

ORDER APPOINTING SPECIAL ADMINISTRATOR

Upon the application of _____, a person known to be interested in the estate of the decedent, for the appointment of a special administrator pending the appointment of a general personal representative, and upon good cause shown, the court finds that a special administrator should be appointed to secure and protect the estate of the decedent.

IT IS, THEREFORE, ORDERED that _____ is hereby appointed special administrator of the estate of the decedent, to collect and manage the assets of the estate, to preserve them, to account for and deliver the assets to the general personal representative upon appointment by the court, and until further order of the court.

The court shall issue Letters of Special Administration upon the applicant=s acceptance of the office of special administrator.

Witness my hand and seal of the probate court on _____, _____.

County Probate Judge

(Seal)

Submitted by:

Signature of applicant

Printed name

Date

Street address

City, state, and ZIP code

Telephone number (optional)

Email address (optional)

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

4B-903. Acceptance for appointment of special administrator.

[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO
COUNTY OF _____
PROBATE COURT

IN THE MATTER OF THE ESTATE OF
_____, DECEASED. No. _____

**ACCEPTANCE FOR APPOINTMENT
OF SPECIAL ADMINISTRATOR**

I, _____, accept the duties of special administrator of the estate of the decedent and agree to collect and manage the assets of the estate of the decedent, preserve them, and account for and deliver the assets to the general personal representative upon appointment.

I affirm under penalty of perjury under the laws of the State of New Mexico that all of the above statements are true and correct.

Signature of applicant

Printed name

Date

Address

City, state, and ZIP code

Telephone number (optional)

Email address (optional)

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

4B-904. Letters of special administration.

[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO
COUNTY OF _____
PROBATE COURT

IN THE MATTER OF THE ESTATE OF
_____, DECEASED. No. _____

LETTERS OF SPECIAL ADMINISTRATION

TO WHOM IT MAY CONCERN:

Notice is now given that _____ has been appointed to serve as the special administrator of the estate of the decedent, and has qualified as the estate of the decedent=s special administrator by filing with the court a statement of acceptance of the duties of that office.

The special administrator shall have the limited power to collect and manage the assets of the estate of the decedent, preserve them, and account for and deliver the assets to the general personal representative upon appointment.

Issued this ____ day of _____, _____.

Clerk of the Probate Court

(Seal)

By: _____
Deputy Clerk

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