IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

In the Matter of the Estate of:	)	
	)	
	)	
	)	
_____	)	
Person Who Died (Decedent)	)	
Date of Birth:_____	)	
_____	)	CASE NO. _____

ACCEPTANCE OF DUTIES BY PERSONAL REPRESENTATIVE

I accept the appointment of personal representative and agree to perform the following duties:

(1) Complete Form P-340, Information to Heirs and Devisees.
(2) Deal with creditors:
  (a) Complete Form P-341, Notice to Creditors.
  (b) Complete Form P-345, Notice to Creditors Allowing or Disallowing the Claim.
(3) Handle the estate property of the person who died:
  (a) Gather the estate property.
  (b) Complete an inventory of estate property by completing Form P-370, Inventory of Property.
  (c) Determine the assets and liabilities of the estate property and transfer estate property by completing P-380, Accounting and Proposed Distribution.
(4) Pay homestead, exempt property, and family allowances to surviving spouse and/or minor children.
(5) Pay required state and federal taxes (income, property, estate).
(6) Pay required costs of administering the probate, including any bond.
(7) Tell the court my address and phone number in writing.
(8) Wrap up the final business affairs of the person who died (see www.courts.alaska.gov/shc/probate/probate-after-death.htm#legal-tasks).
(9) Close the estate as soon as appropriate.

I swear or affirm that I read this document and believe all statements made are true.

_____	_____
Date	Signature of Personal Representative
	_____
	Printed Name
_____	_____
Address Line 1	Phone Number
_____	_____
Address Line 2	E-mail Address

Subscribed and sworn to or affirmed before me at _____, Alaska on (date) _____.

(SEAL)

_____
Clerk of Court, Notary Public or other person authorized to administer oaths.
My commission expires:_____

Probate Rules 7 & 8; AS 13.16.015; AS 13.16.245, AS 13.16.220

*****Leave This Page Blank for the Court to Fill Out*****

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LETTERS OF ADMINISTRATION BY COURT

(Court Opens Probate and Appoints a Personal Representative When There is No Will)

The appointed personal representative is:_____.

The personal representative is:

☐ not supervised.

☐ supervised. The personal representative shall not make any distribution of the estate or exercise the following powers without prior order of the court:

_____

_____

_____

_____ Date

_____ Signature of Registrar or Judicial Officer[1]

_____ Printed Name

[1] Informal appointment under AS 13.16.115 can be made by the registrar without hearing or notice. Formal appointment under AS 13.16.145 must be made by a judge after hearing and notice.