

# STATE OF MAINE

\_\_\_\_\_ COUNTY PROBATE COURT      DOCKET \_\_\_\_\_

Estate of \_\_\_\_\_  
(Decedent)

## NOTICE OF APPOINTMENT OF PERSONAL REPRESENTATIVE TO HEIRS, DEVISEES AND OTHER INTERESTED PARTIES<sup>1</sup>

TO (insert name and address):

\_\_\_\_\_ was appointed Personal Representative of this Estate on \_\_\_\_\_. The address of the Personal Representative is \_\_\_\_\_. I am sending similar notices to all heirs, devisees, and other persons entitled to notice by law. The estate is being administered by the Personal Representative under the Maine Probate Code without supervision by the Court. However, you are entitled to information regarding the administration from the Personal Representative and may petition the Court in any matter relating to the Estate, including the distribution of assets and expenses of administration.

Check (a) or (b)

(a) A  personal  corporate (check one) surety bond in the amount of \_\_\_\_\_ is on file.

(b) No bond has been required or filed.

Copies of papers relating to this Estate are on file with the Probate Court for \_\_\_\_\_ County at \_\_\_\_\_, Maine.  
(street or mailing address)

According to my records you are interested in this estate in the following capacity or capacities:

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Heir               | <input type="checkbox"/> 5. Creditor  |
| <input type="checkbox"/> 2. Devisee            | <input type="checkbox"/> 6. Beneficiary of trust  |
| <input type="checkbox"/> 3. Child of decedent  | <input type="checkbox"/> 7. Person with priority for appointment as personal representative |
| <input type="checkbox"/> 4. Spouse of decedent | <input type="checkbox"/> 8. Fiduciary representing interested person                        |
|  | <input type="checkbox"/> 9. Other (Explain)   |

The Personal Representative is required by law to inventory this Estate, to pay its just debts, and to make proper distribution of its assets. You have no duty to answer or appear in court in order to receive any inheritance or devise to which you are entitled, but any information you have concerning names and addresses of heirs, devisees or creditors of the decedent may assist me in performing my duties. I must prepare the inventory of decedent's property within three months of my appointment or the appointment of the institution I represent. If you request a copy of this inventory, I will furnish one to you. See 18-C M.R.S. § 3-706.

Dated \_\_\_\_\_

\_\_\_\_\_  
Personal Representative or an officer of or Attorney  
for the Personal Representative  
Attorney's Maine Bar Registration Number \_\_\_\_\_

<sup>1</sup> This form or another notice conforming to 18-C M.R.S. § 3-705 shall be delivered to all heirs and devisees, including devisees in purported wills not probated, or sent to them by ordinary mail by each personal representative within thirty days of his appointment. It is a good idea to keep a list of all persons to whom notice was sent, their addresses and date of mailing and to note any difficulties with delivery.