

**NOTICE OF ADMINISTRATION  
OF THE ESTATE OF**

\_\_\_\_\_  
(NAME)

**DECEDENT**

**NOTICE TO CREDITORS**

1. (Name):  
(Address):

(Telephone):

is the **personal representative** of the **ESTATE OF** (name): \_\_\_\_\_, who is deceased.

2. The personal representative HAS BEGUN ADMINISTRATION of the decedent's estate in the  
a. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** (specify):

STREET ADDRESS:

MAILING ADDRESS:

CITY AND ZIP CODE:

BRANCH NAME:

- b. Case number (specify):

3. You must **FILE YOUR CLAIM** with the court clerk (address in item 2a) AND mail or deliver a copy to the personal representative before the **later** of the following times as provided in Probate Code section 9100:

- a. **four months** after (date): , the date letters (authority to act for the estate) were first issued to the personal representative, OR

- b. **sixty days** after (date): , the date this notice was mailed or personally delivered to you.

4. **LATE CLAIMS:** If you do not file your claim before it is due, you must file a petition with the court for permission to file a late claim as provided in Probate Code section 9103.

**WHERE TO GET A CREDITOR'S CLAIM FORM:** If a *Creditor's Claim* (form DE-172) did not accompany this notice, you may obtain a copy from any superior court clerk or from the person who sent you this notice. A letter to the court stating your claim is *not* sufficient.

**FAILURE TO FILE A CLAIM:** Failure to file a claim with the court and serve a copy of the claim on the personal representative will in most instances invalidate your claim.

**IF YOU MAIL YOUR CLAIM:** If you use the mail to file your claim with the court, for your protection you should send your claim by certified mail, with return receipt requested. If you use the mail to serve a copy of your claim on the personal representative, you should also use certified mail.

**Note:** To assist the creditor and the court, please send a copy of the *Creditor's Claim* form with this notice.

(Proof of Service on reverse)

[Optional]

**PROOF OF SERVICE BY MAIL**

- 1. I am over the age of 18 and not a party to this cause. I am a resident of or employed in the county where the mailing occurred.
- 2. My residence or business address is *(specify)*:

- 3. I served the foregoing *Notice of Administration to Creditors*  and a blank *Creditor's Claim* form\* on each person named below by enclosing a copy in an envelope addressed as shown below AND
  - a.  **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.
  - b.  **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with the business' practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

- 4. a. Date of deposit: \_\_\_\_\_ b. Place of deposit *(city and state)*: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

..... (TYPE OR PRINT NAME) .....  \_\_\_\_\_ (SIGNATURE OF DECLARANT)

**NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED**

List of names and addresses continued in attachment.

\* **NOTE:** To assist the creditor and the court, please send a copy of the Creditor's Claim (form DE-172) with the notice.