

What you should know BEFORE filing a Petition for Temporary Letters of Administration:

1. **LIMITED POWER:** A Temporary Administrator will have LIMITED POWERS to COLLECT AND PRESERVE assets. No expenditures or disbursements may be made without a special court order
2. **NOTICE:** Notice to heirs is not required for Temporary Letters of Administration but the Court can order notice upon heirs and/or creditors in the Court's discretion.
3. **BOND AND REPORTING:** Temporary Administrators must post bond and may be required to file inventories and returns. A surety bond may be obtained from an insurance company upon qualifying and payment of a premium. The Court will determine the amount of the bond. A fee of \$40 plus \$2/page will be required for each inventory and annual return a temporary administrator files.
4. **FUTURE FILING:** In order to distribute, transfer or sell property belonging to the decedent, a PERMANENT ADMINISTRATOR may need to be appointed which will require the filing of a Petition for Letters of Administration. All heirs will be entitled to notice and full powers can be granted with unanimous consent of all heirs and publication of a notice in the local newspaper.
5. **NO REFUND:** Understanding the limitations and requirements of a Temporary Administrator will help you file the correct petition for your needs and purposes. Fees you pay for filing a petition will not be refunded if and when you determine that you filed the incorrect petition.

PLEASE NOTE: *If you are filing for Temporary Letters of Administration, you will need to answer Paragraph 7 with detail about the assets in the Estate that you are seeking to preserve. Please use Paragraph 9 to explain to the Court why you need to be appointed as TEMPORARY ADMINISTRATOR (for example, what assets are at risk or need protection? What is your plan for preserving and collecting the assets of the estate?) This information will help the Court when reviewing your petition.*