

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
(Filed by personal representative when there IS a will)**

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: _____

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. _____

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

LETTERS TESTAMENTARY BY COURT

(Court Opens Probate and Appoints a Personal Representative When There is a Will)

The will of the decedent was admitted to probate. 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 Officer¹

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.