

INSTRUCTIONS
Petition for Appointment of Administrator

The Appointment of Administrator is a document filed by a surviving spouse, immediate relative or responsible person on behalf of the deceased. The petitioner can obtain an order from the Community Court to take responsibility of personal business of the deceased, which needs immediate action.

Please read the following instructions carefully.

1. Fill out the Petition for Appointment of Administrator.
2. Sign before a notary public or Clerk of the Court and return the Petition to the Court to be filed.
3. There is a \$25.00 filing fee. Please pay the fee at the Court's cashier window. Payment can be made by cash, cashier's check, money order, or Visa/Mastercard. Personal checks are not accepted.
4. If there are other surviving children (over the age of 18), siblings, or other close relations, the petitioner must obtain letters of consent. The letters must state full agreement for the petitioner to be appointed as administrator for the deceased.
5. The Community Court will set a date and time for the Petition to be heard. If there is an immediate need for a hearing, please inform the Clerk, so a date and time can be set as soon as possible.
6. If you have any further questions, please ask the Clerk. If the Clerk cannot answer your questions, they will direct you to a lawyer in the local area. You may also email your questions to Court.Questions@gric.nsn.us.
7. Address & phone numbers to the Gila River Indian Community Courts:

Sacaton Court
721 W. Seed Farm Rd.
PO Box 368
Sacaton, Arizona 85247
Phone: (520) 562-9860
Fax: (520) 562-9867

Westend Judicial Center
Rt. 2, Box 808
Laveen, Arizona 85339
Phone: (520) 562-9862
Fax: (520) 562-9869

**IN THE COURT OF THE GILA RIVER INDIAN COMMUNITY
IN THE STATE OF ARIZONA**

In the Matter of the Estate of:

No. _____

 an Adult / *a Minor*
Date of Death: _____

**Petition for Appointment
of Administrator**

TO THE HONORABLE JUDGE OF THE COMMUNITY COURT OF THE GILA RIVER INDIAN COMMUNITY:

The undersigned petitioner _____ respectfully petitions this Court, that _____, (*deceased*), tribal ID no. _____ died on _____, and that the undersigned petitioner is the surviving _____ (*relation*), and petitions to act as administrator on behalf of the deceased to (*reasons*) _____

Therefore, petitioner is entitled to letters of administration of the estate of _____, deceased.

Respectfully submitted this _____ day of _____, 20_____.

Petitioner: _____

Address: _____

Verification:

I, _____, being first duly sworn, upon oath deposes and says:

That I am the petitioner in the above entitled action and that I have read the above and foregoing petition and that I know the contents thereof, and that the same is true of my own personal knowledge as I believe them to be true.

Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

MY COMMISSION EXPIRES:

Notary Public / Clerk of the Court