

Instructions for completing
Appointment of Resident Agent
(NHJB-2120-P)

Form Use. This form is used when an executor or administrator, guardian, trustee or conservator resides outside of New Hampshire or plans to be outside the state for more than one year. In those circumstances, that person must appoint a person who does reside in New Hampshire to serve as his or her agent to receive notice of claims against the estate or other legal documents.

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the deceased (example: Estate of John Adams; Estate of Susan Jones).
- CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

Numbered part of form

1. Fiduciary is the executor, administrator, trustee, guardian or conservator for this case. Enter that person's name on the line provided, followed by their telephone number and complete mailing address including zip code.
2. Attorney for Fiduciary is the name of the attorney helping you with this case. Enter his or her name on the lines provided, followed by his/her telephone number and complete mailing address including zip code. Add the attorney's Bar ID#.
3. Enter the deceased's name when probating an estate or trust, or the ward's name if the case is a guardianship or conservatorship case. Also, fill in the city or town of their last legal residence.
4. Check off the box which best describes your fiduciary role in this case.
 - a. **Executor** is a person or entity named in the deceased's will to manage and settle the deceased's estate.
 - b. **Administrator** is a person or entity who will manage and settle the deceased's estate, but has not been named by the deceased since there is no will.
 - c. **Ancillary executor or administrator** is a person or entity appointed in another state or country to manage and settle the deceased's estate in that state or country, but then needs to request that they be able to manage and settle the deceased's assets (usually real estate) located in New Hampshire.
 - d. **Special administrator** is a person appointed by the court to assist the court in evaluating such things as factual issues involving the validity of a will, matters being contested by parties to the estate, questions of law, or any other cause if the interests of the estate require it.
 - e. **Administrator with will annexed** is a person or entity who will manage and settle the deceased's estate, but was not named in the deceased's will to perform those duties. They are appointed to manage and settle the deceased's estate because the person named in the will, but who had not been appointed, is either unable or unwilling to serve as executor.

- f. **Administrator de bonis non** is a person or entity appointed by the court to manage and settle the deceased's estate because the previous executor or administrator, who was appointed, is unable or unwilling to continue.
 - g. **Guardian** is a person appointed by the court to manage the estate of an incapacitated person, known as a ward, or have care and custody of that person.
 - h. **Conservator** is a person who is appointed by the court to manage the estate of a person who requests the appointment of the conservator.
 - i. **Trustee** is a person to whom another person's property, or the management of another person's property, is entrusted for the benefit of others.
5. Enter the name of the person who will serve as your resident agent, their telephone number and complete mailing address with zip code. That person must be a New Hampshire resident. If the person is an attorney, please include the Bar ID #.

Signature section

Sign the form on the **FIDUCIARY SIGNATURE** line, and date it in the appropriate space to the left.

The resident agent will indicate his or her acceptance of the appointment by signing on the bottom of the form on the **RESIDENT AGENT SIGNATURE** line; that person should date it in the appropriate space to the left.

Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.