

Instructions for completing
**Notice to Surviving Spouse, Legatees, Heirs at Law
and Return of Notice**
(NHJB-2127-P)

Form Use. This form is completed by the executor to notify each individual or entity named in the will that they appear to have an interest in the deceased's estate. It is also intended to advise each individual or entity that the court has allowed the will and whom the court has appointed to manage and settle the deceased's estate.

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 Q. Adams or Estate of Susan Jones).
- CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

Main part of form

First Paragraph. On the first blank line in the first full paragraph of the form, enter the date the court proved and allowed the will of the deceased.

Fiduciary Name is the person, such as an executor or administrator, who has been appointed to administer the estate. Enter that person's name, telephone number and complete mailing address with zip code on the lines provided. If there is more than one fiduciary, enter the same information for the second person on the lines provided.

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.

People receiving notice should be listed in the final section of the form. Individuals or entities that must receive this notice include the surviving spouse of the deceased, legatees specifically named in the will, trustees of a trust, and heirs at law of the deceased. Heirs at law are those persons who under the statutes of distribution are entitled to the personal estate in the event there is no will. In this section, the person completing the form is certifying that notice was given to the individuals or entities listed within 60 days of the fiduciary's appointment. The original form must be filed with the court within 90 days of the appointment.

Signature Section

Sign the form on the **FIDUCIARY SIGNATURE** line, and date it in the appropriate space to the left. If there are two fiduciaries, both fiduciaries must sign and date the form. An attorney for the fiduciary may sign this form.

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.