

Instructions for completing
Motion for Private Claim
(NHJB-2628-P)

Form use

This form is used when the fiduciary of an estate makes a claim against the estate and the claim is not included in the account filed..

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 case. (example: Estate of John Q. Adams or Guardianship 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 Name is the name of the executor or administrator filing the motion. Fill in that person's name, telephone number and complete mailing address with zip code. If there are co-fiduciaries, the second person's name, telephone number and address information should be included.

2. Attorney Name should be entered along with the attorney's telephone number, complete mailing address with zip code and the attorney's Bar Id# if you have an attorney helping you with this case.

3. Fill in the **name of the estate**, where the deceased last lived (**late of**) and the dollar **amount of the claim**.

4. Describe the details of your claim. Explain why the estate owes you money and attach additional pages as needed.

Signature section

Carefully read the 3 paragraphs prior to the signatures since the fiduciary is swearing that they have no knowledge of any credit against this claim, that all statements in the motion are true and that you have sent copies of the motion to the parties who have filed an appearance for this case or who are otherwise interested parties.

In the section prior to the signature, you are also asking the court to allow this claim against the estate.

Sign the form on the **FIDUCIARY SIGNATURE** line, and date it in the appropriate space to the left. If there are two fiduciaries, both must sign and date the form. **This form must be signed in the presence of a Notary Public or Justice of the Peace** who will complete the section immediately following your signature.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

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.