

Instructions for completing
Motion for Distribution of Insolvent Estate
(NHJB-2668-P)

Form use. This form is used to ask the court to allow the administrator to distribute and make payment of claims in an insolvent estate.

Top part of form

- COURT NAME:** Enter the name of the circuit court where the document will be filed. (example: 4th Circuit-Probate Division-Laconia; 10th Circuit-Probate Division-Brentwood).
- CASE NAME:** Enter the name of the case (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. Administrator Name is the name of the person who was appointed by the court to administer this estate. Enter that person's name, telephone number and complete mailing address with zip code. If there are co-executors/administrators, enter the second person's name, telephone number and address information.
2. If the executor/administrator has an attorney helping with this case, enter his or her name, telephone number, complete mailing address including zip code and NH Bar id #. If there is no attorney, leave blank.
3. Enter the value of all assets on each line provided.
If the decedent owned real estate enter the value of the real estate property as of the date of death on the line provided.
Personal estate includes stocks, bonds, jewelry, household furniture, etc. Enter the total value of personal estate property as of the date of death on the line provided.
If there are additional funds that would add to the value, enter the total amount on the line provided. Examples are interest on bank accounts, refund checks, gain or loss from a sale.
If the decedent had a trust that is available to pay claims and creditors, enter the value of that trust on the line provided.
Add the amounts of the values on each line and enter that total on the line provided for "Total Value of Estate and Trust Assets".
4. Payment of the claims will be made in accordance with the priorities outlined below:

554:19 Priority of Charges –

- I. The administrator of an estate shall make payment of the claims in the following order:
 - (a) Costs and expenses of administration of the estate.
 - (b) Reasonable and necessary funeral, burial, and cremation expenses.

- (c) Debts and taxes with preference under federal law.
- (d) Claims made for financial and/or medical assistance provided to the deceased by the department of health and human services, as well as under certain circumstances, changes pursuant to RSA 166:19.
- (e) Just debts of the deceased
- (f) Legacies given by the will of the deceased or distribution to heirs according to law.

II. No preference shall be given in the payment of any claim over any other claim of the same class.

III. No creditor of a lower class shall receive any payment until all those of the preceding class shall have been fully paid.

5. List the distribution amounts requested. Include the name (person or business), the amount of the expense or the amount claimed and the amount to be paid. Attach additional sheets of paper if necessary. Enter the total of all distributions requested on the line provided.

Signature section

The first sentence prior to signature is the administrator's request asking the court for an order to distribute and make payment of claims and expenses. The next sentence prior to the signature section indicates that the person filing this document has provided copies to all attorneys, parties and persons beneficially interested in the case. Sign the form on the **Signature** line, and date it in the appropriate space to the left. If there are two executors/administrators, both persons must sign and date the form.

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.