

**State of New Hampshire
Circuit Court – Probate Division**

Administrative Order 2011 - 10

Certificates of Appointment (Letters of Appointment)

The probate division shall issue combined certificates and letters of appointment in all estates, trusts, guardianships, and conservatorships. Creating and issuing the Certificate of Appointment is a ministerial act that certifies that the judge made the appointment as stated and that the appointment remains in effect as of the date on the certificate. In contrast, the act of appointing the administrator, guardian, trustee or conservator involves judgment and discretion, and pursuant to statutes or the NH Constitution, may only be done by a judge.

The combined form will be entitled "Certificate of Appointment (Letter of Appointment)" and will be processed with the clerk's signature, or a facsimile signature stamp, and affixed with the court seal. The Clerk of Court shall designate those court employees who will have the authority to affix the clerk's signature stamp and the court seal to the certificate. The authority for the appointment is the judge's signed order.

At the time of appointment, the executor, administrator, trustee, guardian, or conservator shall be issued a Certificate of Appointment (Letter of Appointment) by the court. No court shall charge for the original Certificate(s) of Appointment (Letter(s) of Appointment). While the estate, trust, guardianship, or conservatorship is open, the executor, administrator, trustee, guardian, or conservator may request additional Certificates of Appointment (Letters of Appointment) with the current date which will certify that the appointment of the administrator, trustee, guardian, or conservator is still valid. All courts shall charge for any subsequent Certificates of Appointment (Letters of Appointment) in accordance with the fee schedule found in Probate Court Rule 169.

/s/Edwin W. Kelly
Edwin W. Kelly, Administrative Judge
New Hampshire Circuit Court

History:

Revised September 1, 2011

Revised June 17, 2011

Revised August 1, 2007

Effective August 1, 2001

Formerly Administrative Order 2001-01, Issued 2/1/01