

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

In the Matter of the Estate of: _____)
 _____)
 _____)
 _____)
 Person Who Died (Decedent) _____)
 Date of Birth: _____)
 _____) CASE NO. _____

ACCEPTANCE OF DUTIES BY PERSONAL REPRESENTATIVE

I accept the appointment of personal representative and agree to perform the following duties:

- (1) Complete [Form P-340](#), Information to Heirs and devisees.
- (2) Deal with creditors:
 - (a) Complete [Form P-341](#), Notice to Creditors.
 - (b) Complete [Form P-345](#), Notice to Creditors Allowing or Disallowing the Claim.
- (3) Handle the estate property of the person who died:
 - (a) Gather the estate property.
 - (b) Complete an inventory of estate property by completing Form P-370, Inventory of Property.
 - (c) Determine the assets and liabilities of the estate property and transfer estate property by completing [P-380](#), Accounting and Proposed Distribution.
- (4) Pay homestead, exempt property, and family allowances to surviving spouse and/or minor children.
- (5) Pay required state and federal taxes (income, property, estate).
- (6) Pay required costs of administering the probate, including any bond.
- (7) Tell the court my address and phone number in writing.
- (8) Wrap up the final business affairs of the person who died (see www.courts.alaska.gov/shc/probate/probate-after-death.htm#legal-tasks).
- (9) Close the estate as soon as appropriate.

I swear or affirm that I read this document and believe all statements made are true.

Date	Signature of Personal Representative
Address Line 1	Printed Name
Address Line 2	Phone Number
	E-mail Address

Subscribed and sworn to or affirmed before me at _____, Alaska on (date) _____.

(SEAL)

 Clerk of Court, Notary Public or other person
 authorized to administer oaths.
 My commission expires: _____

