

# Superior Court of California County of Los Angeles

**Stanley Mosk Courthouse**, 111 North Hill Street, Los Angeles, CA 90012

## COMPLETING YOUR ORDER FOR PROBATE LETTERS AND DUTIES & LIABILITIES

*NOTE: These instructions provide the basic information you need to administer (manage) a general probate estate. These instructions do not provide legal advice or take the place of consulting with a lawyer.*

After the Court grants your Petition for Probate at your hearing, you must complete an Order for Probate for the judge to sign. You must also complete Letters and Duties & Liabilities forms for your Letters to “issue” so that you may have the authority to take the necessary actions to administer the estate. *The underlined documents can be found at [www.courts.ca.gov](http://www.courts.ca.gov) or as indicated.*

- 1) Complete an Order for Probate form – (Forms **DE-140 & Attachment MC-025**)
  - a. Complete the **DE-140** according to the Court’s Minute Order from the date of your hearing.
  - b. Any additional language in the Minute Order regarding your next hearing and/or due date of forms must be contained on the Attachment **MC-025** form. You must include a date and signature line for the judge to sign on the last page of any pages attached to your Order for Probate.
    - i. Minute Orders can be obtained usually 2-3 days after your hearing from the self-serve computer terminals at the courthouse in Room 112 for a copying fee.
- 2) Complete a Letters (for Probate) form – (Form **DE-150**)
- 3) Complete the Duties and Liabilities & Confidential Supplement to Duties and Liabilities forms – (Forms **DE-147 & DE 147S**)
- 4) Filing Instructions: Make 2 copies of each document, Order, Letters and Duties & Liabilities, attach only 1 copy and the original to a self-addressed stamped envelope and drop off in Room 429 (Keep the other copy of the forms for your own records);
  - a. When the Order has been entered the judge’s signature will be on the last attached page of the Order, then your Letters can be issued by the court Clerk.
  - b. If the Order has not been entered the judge’s signature will not appear and you will receive a “Rejection Sheet” detailing what needs to be fixed on your Order. You must make the corrections as indicated on the Rejection Sheet and re-submit your Order (corrected original, 1 copy and the Rejection Sheet) as stated above in #1.
  - c. The file Clerk will issue your Letters when the Order is entered.
  - d. Your Letters are your official Court powers to administer the estate based on the authority and limitations described in the Order for Probate.
  - e. Request Certified copies of your Letters in Room 112.
- 5) Once you obtain a certified copy of your Letters you will be able to perform the necessary actions to gather all the assets of the estate. You may present a certified copy of your Letters to banks, government agencies and other entities as proof that you are the person in charge of handling the business of the assets in Decedent’s name.