

**4B-901. Application for informal appointment  
of special administrator.**

[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
PROBATE COURT

IN THE MATTER OF THE ESTATE OF  
\_\_\_\_\_, DECEASED. No. \_\_\_\_\_

**APPLICATION FOR INFORMAL APPOINTMENT  
OF SPECIAL ADMINISTRATOR**

I, \_\_\_\_\_, state that

1. \_\_\_\_\_, the decedent, died on \_\_\_\_\_ at the age of \_\_\_\_\_ . At death, the decedent lived in \_\_\_\_\_ County, New Mexico. A probate action has not been filed anywhere in New Mexico.

2. I had the following relationship with \_\_\_\_\_, decedent:

I am the surviving spouse.

I am one of the heirs of the estate.

I am an interested person because I am \_\_\_\_\_ to the decedent.

3. A special administrator is necessary prior to appointment of a general personal representative to protect the estate of the decedent.

4. I am qualified to be appointed special administrator for the sole purpose of collecting and managing the assets of the estate of the decedent, preserving them, and accounting for and delivering the assets to the personal representative upon appointment.

I affirm under penalty of perjury under the laws of the State of New Mexico that all of the above statements are true and correct.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

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Address

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City, state, and ZIP Code

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Telephone number (optional)

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Email address (optional)

[Adopted by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018.]

**4B-902. Order appointing special administrator.**  
[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
PROBATE COURT

IN THE MATTER OF THE ESTATE OF  
\_\_\_\_\_, DECEASED. No. \_\_\_\_\_

**ORDER APPOINTING SPECIAL ADMINISTRATOR**

Upon the application of \_\_\_\_\_, a person known to be interested in the estate of the decedent, for the appointment of a special administrator pending the appointment of a general personal representative, and upon good cause shown, the court finds that a special administrator should be appointed to secure and protect the estate of the decedent.

IT IS, THEREFORE, ORDERED that \_\_\_\_\_ is hereby appointed special administrator of the estate of the decedent, to collect and manage the assets of the estate, to preserve them, to account for and deliver the assets to the general personal representative upon appointment by the court, and until further order of the court.

The court shall issue Letters of Special Administration upon the applicant=s acceptance of the office of special administrator.

Witness my hand and seal of the probate court on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
County Probate Judge

(Seal)

Submitted by:

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, state, and ZIP code

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Telephone number (optional)

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Email address (optional)

[Adopted by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018.]

**4B-903. Acceptance for appointment of special administrator.**

[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
PROBATE COURT

IN THE MATTER OF THE ESTATE OF  
\_\_\_\_\_, DECEASED. No. \_\_\_\_\_

**ACCEPTANCE FOR APPOINTMENT  
OF SPECIAL ADMINISTRATOR**

I, \_\_\_\_\_, accept the duties of special administrator of the estate of the decedent and agree to collect and manage the assets of the estate of the decedent, preserve them, and account for and deliver the assets to the general personal representative upon appointment.

I affirm under penalty of perjury under the laws of the State of New Mexico that all of the above statements are true and correct.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state, and ZIP code

\_\_\_\_\_  
Telephone number (optional)

\_\_\_\_\_  
Email address (optional)

[Adopted by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018.]

**4B-904. Letters of special administration.**  
[For use with Rule 1B-201 NMRA]

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
PROBATE COURT

IN THE MATTER OF THE ESTATE OF  
\_\_\_\_\_, DECEASED. No. \_\_\_\_\_

**LETTERS OF SPECIAL ADMINISTRATION**

**TO WHOM IT MAY CONCERN:**

Notice is now given that \_\_\_\_\_ has been appointed to serve as the special administrator of the estate of the decedent, and has qualified as the estate of the decedent=s special administrator by filing with the court a statement of acceptance of the duties of that office.

The special administrator shall have the limited power to collect and manage the assets of the estate of the decedent, preserve them, and account for and deliver the assets to the general personal representative upon appointment.

Issued this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Clerk of the Probate Court

By: \_\_\_\_\_  
Deputy Clerk

[Adopted by Supreme Court Order No. 18-8300-014, effective for all cases pending or filed on or after December 31, 2018.]