

Instructions for completing  
**Motion for Summary Administration and Assent**  
(NHJB-2149-P)

Form use. Summary administration is a procedure available to speed up the closing of an estate, whether with or without a will, when further court supervision of the management and settlement of the estate is no longer necessary. The administration of the estate will be completed without further court supervision in accordance with deceased's will and/or applicable law. In order to qualify for this estate administration option, all the responses to questions 3 through 9 must be yes. The estate of the decedent must be open for at least six months before filing this form. The form cannot be used in the administration of small estates or when waiver of administration is used.

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the deceased (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.

Main part of form

- 1 - Enter the name of the executor/administrator on the line provided. Also enter that person's telephone number and complete mailing address with zip code on the lines provided. If there is a second Executor/Administrator, use the lines provided.
- 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 through 9 - Carefully read each statement and check the appropriate box to indicate whether or not the statement applies to the estate you are administering. (All statements must apply to qualify for Summary Administration.)
- Item 10 - Under court rules, the administrator must notify the court if property has been sold or transferred. To complete this requirement, you may provide the court with a HUD statement, a Notice to Cities and Towns form (2142-P) or a Return/Notice of Sale form (2126-P).

Signature section

The 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 **EXECUTOR/ADMINISTRATOR** signature line, and date it in the appropriate space to the left. If there are two executors or administrator, both must sign and date the form. **The form must be signed in the presence of a Notary Public or Justice of the Peace** who would complete the section immediately following your signature.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

Instructions for completing  
**Assent for Summary Administration**  
(page 3)

Form use. This form is one of the documents required to close an estate using the summary administration process. By signing this form, the legatees or other persons beneficially interested in the estate, agree that further court supervision for administering the estate is not needed.

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the deceased (example: Estate of John Adams; Estate of Susan Jones).
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Main part of form

Have each interested party sign on one of the lines in the second column. Each party's name should be printed below his or her signature and dated in the appropriate space to the left. Enter each party's complete mailing, including zip code, in the "Address" column.

**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.**