

Maine State Probate Courts

INFORMAL ESTATES AND NON-PROBATES

- Register processes informal testate and intestate estates (approximately half of the caseload)
- Issues letters and findings * Issues certificates of non probate
- Files/records original wills for all testate decedents even if probate is not necessary
- Provides Small Estate Affidavits for the collection of personal property
- Records ancillary administration for out-of-state decedents

FORMAL ESTATES

- Estates in controversy or contest adjudicated by Judge
- Supervised, public and special Administrations of estates
- Orders of complete settlement * Removal of Personal Representative
- Allowance of claims against estates * Omitted child or Spouse
- Custody of Remains * Declaring missing persons deceased
- Insolvent Estates * Determination of heirs

TRUSTS/CIVIL

- Testamentary Trusts
- Civil complaints regarding trusts
- Special needs trust
- Trusts of minors
- Complaints to establish title to real estate
- Disputed Claims in estates

CHANGE OF NAME

- * Minors
- * Adults
- * Confidential name changes
- * Send information Vital statistics amending birth certificate

GUARDIANSHIP/CONSERVATORSHIP MINORS AND ADULTS or PROTECTIVE PROCEEDINGS

- Emergency ex-parte requests * Child support
- Attorney, Visitor, GAL appointments * Motion to modify
- Resignation, removal, termination or transfer * Involuntary Hospitalization
- Approving DHHS guardian/conservator fees * Bond and security approvals
- Tracking annual reports and accounts

ADOPTIONS

- Termination of Parental Rights * Petition for examination of records
- Establishment of parental rights and responsibilities
- Step-parent Adoptions * Agency and private adoptions
- Consents and surrender and release for other states and counties
- Send information to Vital Statistics amending birth certificate

REGISTERS DUTIES

- Budget preparation & presentation to elected Commissioners & municipal budget committees
- Importing or rejecting or declining all cases electronically or by mail
- Assign and schedule & triage cases to clerk or paralegal for Judge & Schedule hearings
- Prepare form orders including finding attorneys and GALs to serve in Guardian/Conservatorships
- Prepare abstracts for Registry of deeds
- Prepare public and creditors & special notices for publication
- Issue letters and current certificates of appoint in all case, prepares authenticated copies
- Maintain and approve budget and spending record
- Recording of proceedings, maintaining log and preparing sending out notices of hearings
- Supervises personnel & tracking of time sheets
- Keeping abreast of new laws and ever-changing forms and website
- Some Counties also process U.S. passport applications
- Maintain records including valuable historic documents
- Prepare & facilitate removals to Superior Court and appeals to Law Court