Probate Flow Chart

START HERE

Which type of estate is this?

To find out, take the total value of known assets and subtract any known secured debts like mortgages or car loans.

total assets

- total secured debts

= total value of the estate

More than $25,000

$25,000 or less

Total of estate is $100,000 or less and:
- I am a spouse; AND
- There is no real property (land or house)

Option 1: See form for small estate affidavit.
Option 2: See form for Direct Transfer of Property (spouse claimant).

Click here to view forms:
www.washoecourts.com/probate/forms
For more information, see NRS 146.080

Total of estate = $25,000 or less and NO real property (land or house)

Option 1: See form for small estate affidavit.
Option 2: See form for Direct Transfer of Property (non-spouse claimant).
Option 3: See form for Direct Transfer of Property (spouse claimant).

Click here to view forms:
www.washoecourts.com/probate/forms
For more information, see NRS 146.080

All other situations:

Total of estate is $100,000 or less:

Yellow category – Set Aside

Total of estate is between $100,000.01 - $299,999.99:

Blue category – Summary Administration

Total of estate is $300,000.00 or more:

Red category – General Administration

Total of estate = $25,000 or less BUT there is real property (land or house)

Yellow category – Set Aside

Click here to view forms:
https://www.civillawselfhelpcenter.org/forms/probate-forms

Is there an original will?

If yes, it must be lodged with the Resource Center at 1 South Sierra St., third floor, Reno, NV. Please call (775) 325-6731 for assistance. *See* NRS 136.050.

LET'S GET STARTED
Follow the appropriate color to the next page

If you need assistance locating or filing any forms mentioned in this flow chart, please call the Resource Center at 775-325-6731 or visit them at 1 S. Sierra Street, Reno, NV on the 3rd floor.

Set Aside
($25,000.01 - $100,000.00)

Have 30 days passed since the date of death?

If no – you must wait until 30 days have passed.
If yes – you are ready to file your petition.

Click here to view petition requirements
Or see NRS 146.070(8)

While we do not have a form specific to our court, you may use the link below to view an alternative as a guideline.
Click here to view forms

ALL SET ASIDES ARE SUBJECT TO NOTICE AND HEARING pursuant to NRS 146.070(11)

Once you have filed your petition:
click here to schedule a hearing.

Once your hearing request has been approved:
File a notice of hearing and serve it by regular mail to all interested persons AND Nevada Medicaid:
Medicaid Estate Recovery
4070 Silver Sage Drive
Carson City, NV 89701

You must also file a certificate of service after you have mailed your notice of hearing .

Click here to check your case status

Once your petition has been approved at the hearing:
An order will typically be filed within 1 to 2 weeks.

Need certified copies of your order?
Order them here or contact the Resource Center at (775) 325-6731.

For more information, see NRS 146.070

Summary Administration
($100,000.01 - $299,999.99)

Click here to view petition requirements
Petition must be verified – See NRS 15.010
We do not have a form for this type of petition, and we encourage you to speak with an attorney as this type of probate can be difficult to navigate.
Need help finding an attorney?
Click here to receive a free referral and discounted consultation through the State Bar of Nevada or call this number: 1-800-789-5747.

ALL PETITIONS FOR SUMMARY ADMINISTRATION REQUIRE NOTICE AND HEARING UNDER NRS 145.030

Once you have filed your petition:
click here to schedule a hearing.

Once your hearing request has been approved:
File a notice of hearing and serve it by regular mail to all interested persons AND Nevada Medicaid:
Medicaid Estate Recovery
4070 Silver Sage Drive
Carson City, NV 89701

You must also file a certificate of service after you have mailed your notice of hearing.

After hearing, an Order appointing will be filed.
Letters Testamentary (has a will) or Letters of Administration (no will) shall be executed by the appointed person under oath, then issued by the Clerk of Court.
Click here to view NRS 141

Notice to Creditors must be published in the newspaper for 60 days and must also be served by mail on known creditors AND Nevada Medicaid. Proof of Service must then be filed.
Click here to view NRS 155.020

Inventory/Appraisement of Estate must be filed within 120 days, then mailed to the interested persons.
Click here for Inventory Form

For more information, see NRS Chapters 136, 138, 139, and 145

General Administration
($300,000.00 or more)

Petition must be verified – See NRS 15.010

We do not have a form for this type of petition, and we encourage you to speak with an attorney as this type of probate can be difficult to navigate.
Need help finding an attorney?
Click here to receive a free referral and discounted consultation through the State Bar of Nevada or call this number: 1-800-789-5747.

ALL PETITIONS FOR GENERAL ADMINISTRAITON REQUIRE NOTICE AND HEARING UNDER NRS 155.020

Once you have filed your petition:
click here to schedule a hearing.

Once your hearing request has been approved:
File a notice of hearing and serve it by regular mail to all interested persons AND Nevada Medicaid:
Medicaid Estate Recovery
4070 Silver Sage Drive
Carson City, NV 89701

You must also file a certificate of service after you have mailed your notice of hearing.

After hearing, an Order appointing is filed.
Letters Testamentary (has a will) or Letters of Administration (no will) shall be executed by the appointed person under oath, then issued by the Clerk of Court.
Click here to view NRS 141

Notice to Creditors must be published in the newspaper for 90 days and must also be served by mail on known creditors AND Nevada Medicaid. Proof of Service must then be filed.
Click here to view NRS 155.020

Inventory/Appraisement of Estate must be filed within 120 days, then mailed to the interested persons.
Click here for Inventory Form

For more information see NRS Chapters 136, 138, and 139

For final steps in a Summary or General Administration case, please refer to next page

Final Steps for Summary and General Administration

When you are ready to distribute the assets of the estate, you must file a *petition for final distribution* asking the court to approve the distribution of the assets. See NRS 151.080. This applies to both summary and general administrations. The petition shall contain the final accounting and how the assets will be distributed.

Assets cannot be distributed without a court order.

We do not currently have a form for this type of petition, but you can click here for a basic probate petition form.

A hearing must be set for this type of petition, **click here to schedule a hearing.**

Once your hearing request has been approved:
File a notice of hearing and serve it by regular mail to all interested persons.

You must also file a certificate of service after you have mailed your notice of hearing.

Once your petition has been approved at the hearing:
An order will be filed within 2 weeks and assets will need to be distributed in accordance with the order.

Once all assets have been distributed:
It is time to take the final step to close the case (See next step).

File a Petition for Discharge

You will find a complete *Petition for Discharge* packet by visiting the following link:
www.washoecourts.com/probate/forms

Additional steps may be required. Consult appropriate statutes and local rules for further information