

**SMALL ESTATE ADMINISTRATION PROCEEDINGS IN  
THE PROBATE COURT OF RUTHERFORD COUNTY,  
TENNESSEE.**

Estates to be administered under the provisions of Tenn. Code Ann. 30-4-101 et seq. (The Small Estates Act) may be heard by the Probate Judge or the County Clerk. Notice shall be given to all interested parties, including the surviving spouse and next of kin, of the fact the petitioner is filing a petition to be appointed personal representative of the estate under the small estate exemption. If notice is not provided bond may be required. The County Clerk may hear these matters provided the affidavit and all accompanying documents are in proper order, as determined by the County Clerk, and there are no questions of law to be determined. If there is a question of law or if the County Clerk, declines to act upon the affidavit, a hearing on the affidavit may be set on the court docket by the clerk. If bond is to be waived, consent forms executed by the spouse and all next of kin allowing the Affiant to administer the small estate without bond must accompany the affidavit.

SMALL ESTATE AFFIDAVIT  
REQUIREMENT

1. THERE IS A 45-DAY WAITING PERIOD AFTER THE DATE OF DEATH
2. CERTIFIED COPY OF THE DEATH CERTIFICATE.
3. AFFIDAVIT FROM ALL THE HEIRS THAT ARE NOT JOINING IN THE SMALL ESTATE AFFIDAVIT.
4. LIST OF ALL OUTSTANDING DEBTS OWED BY THE DECEASED.
5. \$50,000.00 LIMITATION AND NO REAL PROPERTY.
6. **COURT COSTS: \$180.50**  
  
**IF BOND IS REQUIRED SEE INSURANCE COMPANY.**
7. **COURT COSTS ARE PAYABLE IN CASH, CHECK OR CREDIT AND/DEBIT CARDS AT THE TIME OF FILING. NOTICE TO CREDITORS ARE PAYABLE BY CHECK ONLY.**
8. COUNTY CLERKS OFFICE  
319 N. MAPLE STREET  
SUITE 121  
MURFREESBORO, TN. 37130  
615-898-7800
9. IF THERE IS AN ORIGINAL LAST WILL AND TESTAMENT, IT WILL BE FILED WITH THE PROBATE COURT.
10. DRESS CODE: YOU MAY BE APPEARING BEFORE THE JUDGE, SO PLEASE DRESS APPROPRIATELY. ( No tank tops, shorts, spaghetti straps, t-shirts with in appropriate writing, flip-flops, hats and sunglass must be removed.)

County Clerk, Probate Division

319 N. Maple St.

Murfreesboro, TN 37130

615-898-7798

Lisa Duke Crowell, Clerk

**DISCLAIMER**

This is an acknowledgment that I have been informed by the County Court, Probate Division personnel that they are not authorized to provide legal services or legal advice. I have further been instructed that should I have any questions about the legal document that I am filing, it would be in my best interest to contact an attorney.

I understand and acknowledge that I am responsible for the statements that I make in this legal document, and the same rules apply whether this legal document is filed by an attorney or a person without legal training. Furthermore, I understand and acknowledge that my legal document may not be considered or may be dismissed if my filings do not meet the appropriate legal guidelines.

Filing costs and court fees are assessed and are not refundable regardless of the outcome of my case.

Plaintiff/Petitioner/Movant (print) \_\_\_\_\_

(signature) \_\_\_\_\_

Date: \_\_\_\_\_

**IN THE PROBATE COURT OF RUTHERFORD COUNTY,  
TENNESSEE**

**IN THE MATER OF**

\_\_\_\_\_  
**DECEASED**

**AFFIDAVIT AS TO SMALL ESTATE**

The undersigned, \_\_\_\_\_ (“Affiant”),  
pursuant to the provisions of Tennessee Code Annotated 30-4-101, et seq., would respectfully  
state under oath as follows:

A. \_\_\_\_\_ (“Decedent”), age \_\_\_\_\_,  
Died on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and was a resident of Rutherford  
County, Tennessee, at the date of death. The Decedent’s address at date of death was: \_\_\_\_\_

B. CHECK APPROPRIATE PROVISION:

\_\_\_\_\_ The Decedent left no Will.

OR

\_\_\_\_\_ The Decedent left a Will and the Will is attached to this Affidavit as Exhibit “A”.

C. The name, age address, and relationship of each heir at law or beneficiary entitled to  
receive any of the Decedent’s property, including Affiant, are as follows:

<u>Name</u>	<u>Address</u>	<u>Age</u>	<u>Relationship</u>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. The following is an itemized description and the value of all the Decedent's property, excluding real estate. The names and addresses of all persons known to have possession of any of the Decedent's property are included. Insurance policies on decedent's life that are payable to the Decedent's estate are also included. Additionally included are: Bank accounts, cash, vehicles, stocks, bonds, equipment, furniture and furnishings, and all other assets of the Decedent. Assets that pass automatically by operation of law, such as joint accounts, are not included here.

<u>Items of Property</u>	<u>Location</u>	<u>Value</u>
(If necessary, attach separate sheet)	Total value of Probate Estate	\$ _____

E. The following is a list of unpaid debts left by the Decedent and the name and address of each creditor and the amount due.

<u>Creditor</u>	<u>Address</u>	<u>Amount</u>
(If necessary, attach separate sheet)	Total Debts of Estate	\$ _____

F. Affiant elects to give notice to creditors in the manner required on regular administrations.

\_\_\_\_\_ Yes \_\_\_\_\_ No  
(If elected, all provisions of Tennessee Code Annotated 30-2-306 through 30-2-321 shall apply)

Affiant evidences by signature hereto, subject to the penalties for perjury, that the statement contained in this Affidavit are true, are neither false nor misleading, and that the Affiant is mindful of all duties imposed by law. Affiant agrees to collect and preserve all assets of the estate and to file tax returns as required by law.

Affiant also agrees to pay or reimburse funeral expenses, administrative expenses, and creditors from the assets of the estate. Furthermore, Affiant agrees to distribute the remainder of the estate in accordance with the decedent's valid Will, or if no Will, then according to the laws of descent and distributions of the State of Tennessee.

Affiant makes oath that the facts contained in the foregoing Affidavit are true and correct to the best of the Affiant's belief.

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**STATE OF TENNESSEE, RUTHERFORD COUNTY**

The Affiant **personally** appeared before me, Lisa Duke Crowell,  
Clerk of the Probate Court of Rutherford County, Tennessee, after being duly  
Sworn, stated under oath, that the facts averred in the above affidavit are true to the best of  
affiant's knowledge, information and belief.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**LISA DUKE CROWELL, CLERK**

By \_\_\_\_\_, D.C.

**NOTE:** Bond shall be made for the total value of the estate as shown in © above, provided  
however that bond may be waived by a Judge of the Probate Court if all heirs at law request in  
writing that the bond be waived for the affiant. Since the Will is not being proved and therefore  
is not admitted to Probate, a waiver requested by the Will cannot be granted.

(PROBATE DIVISION)

**AFFIDAVIT FROM THE HEIRS &  
CONSENT TO SERVE WITHOUT BOND**

**IN THE ESTATE OF:**

\_\_\_\_\_  
Deceased

I, \_\_\_\_\_, beneficiary of the above reference estate do hereby waive my appointment as the Personal Representative of this estate and consent to the appointment of \_\_\_\_\_ as Personal Representative of this estate, and I further state to the court that this appointment shall be **WITHOUT SURETY BOND**.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public/Deputy Clerk

\_\_\_\_\_  
Commission Expiration Date

IN THE PROBATE COURT FOR RUTHERFORD COUNTY  
MURFREESBORO, TENNESSEE

RE: \_\_\_\_\_  
Deceased

Affiant's Oath

I, \_\_\_\_\_, do solemnly swear that I will honestly and  
faithfully discharge the duties required by law for the estate of \_\_\_\_\_,  
According to law, to the best of my knowledge and ability. So help me God.

\_\_\_\_\_  
Affiant

State of Tennessee

County of Rutherford

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public At Large

My Commission Expires: \_\_\_\_\_