

**PROPOSED REVISIONS TO THE PROBATE COURT FORMS  
PROPOSAL 2026-007**

**March 6, 2026**

The Rules of Civil Procedure for State Courts Committee has recommended adoption of new Form 4B-502 NMRA for the Supreme Court's consideration.

If you would like to comment on the proposed new form set forth below before the Court takes final action, you may do so by either submitting a comment electronically through the Supreme Court's website at <https://supremecourt.nmcourts.gov/rules-forms-files/rules-forms/open-for-comment/> or sending your written comments by mail, email, or fax to:

Elizabeth A. Garcia, Chief Clerk of Court  
New Mexico Supreme Court  
P.O. Box 848  
Santa Fe, New Mexico 87504-0848  
rules.supremecourt@nmcourts.gov  
505-827-4837 (fax)

**Your comments must be received by the Clerk on or before April 5, 2026**, to be considered by the Court. Please note that any submitted comments may be posted on the Supreme Court's website for public viewing.

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**[NEW MATERIAL]**

**4B-502. Notice of administration.**

[For use with Rule 1B-401 NMRA; Sec. 45-1-404 NMSA 1978]

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

IN THE MATTER OF THE ESTATE OF  
\_\_\_\_\_, DECEASED

No. \_\_\_\_\_

**NOTICE OF ADMINISTRATION**

1. The deceased, \_\_\_\_\_, was a resident of \_\_\_\_\_ County, New Mexico at the time of death on \_\_\_\_\_.

2. The administration of the estate is being conducted in an informal probate in \_\_\_\_\_ County, New Mexico.

3. The personal representative of the estate is \_\_\_\_\_. The personal representative's address, telephone and email address are:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

4. At the time of his death, the deceased owned real property in \_\_\_\_\_ County.

5. A complete description of the real property owned by the deceased and situated in \_\_\_\_\_ County is:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Personal Representative of the Estate  
of \_\_\_\_\_, Deceased

Subscribed and sworn to before me by \_\_\_\_\_, as Personal Representative of the Estate of \_\_\_\_\_, Deceased, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary or other officer authorized  
to administer oaths

USE NOTE

See Section 45-1-404(B) NMSA 1978 for notice required for real property included within an estate that is situated in a county other than the county wherein the estate is being administered. [Adopted by Supreme Court Order No. \_\_\_\_\_, effective for all cases pending or filed on or after \_\_\_\_\_.]

**No Comments  
Received**