

Instructions for completing
Motion for Extension of Time
(NHJB-2132-P)

Form Use. This form is used to request extra time to file any required document such as an inventory, account, voluntary statement, annual report, waiver of administration affidavit or receipt.

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 Q. Adams or Estate of Susan Jones).
- **CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.
- Under title "**Motion for Extension of Time**", put an X in the appropriate box to indicate for which form you are requesting an extension of time to file the form. If you have checked the box marked "Other", please list the document on the line provided.

Main part of form

1. Fiduciary is the executor, administrator, trustee, guardian or conservator for this case. Enter that person's name on the line provided, followed by their complete mailing address including zip code. If there is more than one fiduciary, enter the second name and address in the spaces provided. "Capacity" means the fiduciary's role in the case; enter one of the following on the capacity line:
 - a. **Executor** is a person or entity named in the deceased's will to manage and settle the deceased's estate.
 - b. **Administrator** is a person or entity who will manage and settle the deceased's estate, but has not been named by the deceased since there is no will.
 - c. **Ancillary executor or administrator** is a person or entity appointed in another state or country to manage and settle the deceased's estate in that state or country, but then needs to request that they be able to manage and settle the deceased's assets (usually real estate) located in New Hampshire.
 - d. **Special administrator** is a person appointed by the court to assist the court in evaluating such things as factual issues involving the validity of a will, matters being contested by parties to the estate, questions of law, or any other cause if the interests of the estate require it.
 - e. **Administrator with will annexed** is a person or entity who will manage and settle the deceased's estate, but was not named in the deceased's will to perform those duties. They are appointed to manage and settle the deceased's estate because the person named in the will, but who had not been appointed, is either unable or unwilling to serve as executor.
 - f. **Administrator de bonis non** is a person or entity appointed by the court to manage and settle the deceased's estate because the previous executor or administrator, who was appointed, is unable or unwilling to continue.
 - g. **Guardian** is a person appointed by the court to manage the estate of an incapacitated person, known as a ward, or have care and custody of that person.
 - h. **Conservator** is a person who is appointed by the court to manage the estate of a person who requests the appointment of the conservator.

- i. **Trustee** is a person to whom another person's property, or the management of another person's property, is entrusted for the benefit of others.
2. If you have an attorney helping you with this case, enter that attorney's name, telephone number, complete mailing address including zip code and New Hampshire Bar Identification number.
3. If an extension is requested for an account or annual report, fill in the beginning and ending dates for the reporting or accounting period due.
4. Fill in the date you would like to file the document.
5. Give the reason the extension of time is needed.
6. Check yes or no to indicate if any other extensions have been granted in postponing the filing. If yes, explain the previous extensions.

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 **FIDUCIARY SIGNATURE** line, and date it in the appropriate space to the left. If there are two fiduciaries, both fiduciaries must sign and date the form. An attorney for the fiduciary may sign this form.

Order

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

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.