

**FOR INTERNAL USE ONLY**

THIS SHEET WILL NOT BECOME PART OF THE PUBLIC RECORD, AND WILL BE USED FOR INTERNAL CASE TRACKING PURPOSES.

**PROBATE COVER SHEET**

IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY  
STATE OF OKLAHOMA

IN THE MATTER OF

☐ PB  
☐ PB (MISC)  
☐ PG  
☐ PC  
☐ PT

CASE NO. \_\_\_\_\_

**PARTY INFORMATION**

THE INFORMATION BELOW IS REQUIRED OF EACH PARTY IN THE CASE

PARTY TYPE: ☐ PLAINTIFF ☐ DEFENDANT ☐ OTHER

COMPANY OR LAST NAME	FIRST NAME	MIDDLE NAME	PREFIX (MR., ETC.)	SUFFIX (SR., ETC.)

**STREET ADDRESS**

	ADDRESS TYPE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> OTHER _____
	DRIVER'S LICENSE # (FEDERAL TAX ID FOR CORPORATE OR ENTITY PARTIES)

CITY	STATE	ZIP	TELEPHONE	DATE OF BIRTH	DRIVER'S LICENSE STATE

**ATTORNEY INFORMATION**

IF LICENSED IN OKLAHOMA, FILL IN ADDRESS INFORMATION ONLY IF IT IS NEW SINCE THEY WERE REGISTERED WITH THE OKLAHOMA BAR ASSOCIATION. ATTACH ADDITIONAL COVER SHEETS FOR ADDITIONAL ATTORNEYS. ALL ATTORNEYS SHOULD BE LISTED. **NOTE:** ADDRESS CHANGES ARE EFFECTIVE IN ALL LOCIS COUNTIES.

COMPANY OR LAST NAME	FIRST NAME	MIDDLE NAME	PREFIX (MR., ETC.)	SUFFIX (SR., ETC.)

**STREET ADDRESS**

	ADDRESS TYPE <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> OTHER _____
	EMAIL ADDRESS

CITY	STATE	ZIP	TELEPHONE	BAR NUMBER AND STATE

**SERVICE INFORMATION**

NOTICE TO BE SERVED BY:

☐ SHERIFF OF \_\_\_\_\_ COUNTY ☐ PROCESS SERVER ☐ PUBLICATION ☐ BY HAND  
☐ REGISTERED MAIL ☐ GIVEN TO THE ATTORNEY OF RECORD ☐ OTHER

**ORIGINAL ACTION FOR (CHECK ONE)**

☐ PROBATE OF WILL  
☐ PROBATE OF WILL AND DETERMINATION OF HEIRS  
☐ SUMMARY ADMINISTRATION  
☐ ANCILLARY PROBATE  
☐ LETTERS OF ADMINISTRATION  
☐ LETTERS OF ADMINISTRATION AND DETERMINATION OF HEIRS  
☐ DETERMINATION OF DEATH AND TERMINATION OF JOINT TENNANCY  
☐ ADMINISTRATION OF ESTATE  
☐ APPROVAL OF CONVEYANCE OF INDIAN LAND  
☐ APPOINTMENT OF CONSERVATOR  
☐ APPOINTMENT OF GUARDIAN  
☐ PROTECTIVE SERVICES TO THE ELDERLY  
☐ ADOPTION  
☐ TERMINATION OF PARENTAL RIGHTS FOR THE PURPOSES OF ADOPTION  
☐ CONSENT TO ARTIFICIAL INSEMINATION  
☐ MENTAL HEALTH PETITION  
☐ POWER OF ATTORNEY  
☐ DISCLAIMER  
☐ DETERMINATION OF PARENTAGE

☐ SAFEKEEPING OF WILLS  
☐ TRUSTS

***RELIEF INVOLVES (check all that apply):***

☐ APPOINTMENT OF PERSONAL REPRESENTATIVE  
☐ ADMISSION OF NEW WILL TO PROBATE  
☐ LOST WILL  
☐ ORDER FOR SALE  
☐ SALE OF PERSONAL PROPERTY  
☐ CONVEYANCE OF REALTY  
☐ AUTHORIZATION OF OIL AND GAS LEASE  
☐ AUTHORITY TO EXTEND MORTGAGE  
☐ APPOINTMENT OF GUARDIAN

***FILINGS AFTER CONCLUSION OF ORIGINAL ACTION (check all that apply):***

CONTEST OF WILL AFTER PROBATE  
DISPOSITION OF MONIES DUE MINOR WITHOUT GUARDIAN  
OTHER \_\_\_\_\_  
OTHER \_\_\_\_\_  
OTHER \_\_\_\_\_

THIS COVER SHEET IS REQUIRED TO BE SUBMITTED BY ALL PARTIES WITH THE ORIGINAL FILING. THIS DOCUMENT IS REQUIRED BY SUPREME COURT ADMINISTRATIVE DIRECTIVE SCAD-1999-87.

REVISION 5-16-2000

Promulgated by the Oklahoma Administrative Office of the Courts