

## **INSTRUCTIONS FOR FILLING OUT FORM**

**PURPOSE.** The form is to be used to provide the Court with proof to the Court that Administrator posted the notice to creditors.

**FORMS INVOLVED.** The form is an **Verified Affidavit of Given Notice to Creditors**. You will need to fill in the necessary information with help from the instructions below and then file the form with the Court.

The Administrator is required to file verified affidavit showing they have fully complied with the notice requirement with the Court within 90 days from the first posting of the notice.

The Administrator must attest in the affidavit to the court that he or she posted notice to creditors of the estate in three public places on the reservation for 30 days (three suggested posting sites would be the Tribal Court House in Rosebud, the RST Tribal building in Rosebud and the Post Office where the decedent resided before his or her death). This could include posting at the Tribal Building, the Post Office and at the Tribal Courthouse. The notices must be posted for 30 days.

The Administrator must also attest in the affidavit to the court that he or she gave the notice of creditors to the Business Manager of the Tribe by sending by certified mail a copy of the Notice of Creditors.

**THE ADMINISTRATOR MUST ATTACH A COPY OF THE NOTICE TO CREDITORS FILE TO THE VERIFIED AFFIDAVIT OF GIVING NOTICE TO CREDITORS AND FILE WITH THE COURT WITHIN 90 DAYS OF FIRST POSTING THE NOTICE TO CREDITORS.**

**INSTRUCTIONS FOR FILLING OUT THE FORM.** To fill out this form follow these instructions. The numbers to each instruction below is the number on the blank line on the form where the information for that number needs to be inserted on the form. You can print this page in its entirety or you can scroll down to the form. There will be a blank screen between these instructions and the form and between the form so keep scrolling or just copy this page in its entirety.

Instructions for filling out the affidavit:

- (1) on this line insert the name of the decedent.
- (2) on this line insert your name.
- (3) on this line insert the location of the three conspicuous places on the reservation where you posted the Notice to Creditors.
- (4) on this line insert the day.
- (5) on this line insert the month.
- (6) on this line insert the year.
- (7) on this line insert your name by signing.

Have a notary public notarize your signature. Attach a copy of the Notice to Creditors to the affidavit and file with the Court within 90 days from the first posting of the notice.



(7) \_\_\_\_\_  
Administrator of the Decedent's Estate

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

\_\_\_\_\_  
Notary Public  
My commission expires:  
(SEAL)