Getting a Grant of Probate or Administration in Alberta



Learn more about how to apply for a grant to deal with a deceased person's estate in Alberta.

If a deceased person was an Indian as defined in Canada's *Indian Act* and ordinarily lived on-reserve, the law is different for settling estates. The *Indian Act* and the *Indian Estates Regulations* apply. For more information, contact Indigenous and Northern Affairs Canada: **http://bit.ly/2J7DIyo**

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Centre for Public cplea Legal Education Alberta

www.cplea.ca
info@cplea.ca

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The Law on Grants

What is a grant?

A **grant** is a court order that confirms the persons named have authority to deal with the deceased's estate.

A grant is not always necessary, depending on what is in the estate. A person's **estate** is the property they own at the time of their death, including land and possessions, but excludes certain property.

The following property does **not** form part of the deceased's estate and is **not** included in the grant application:

- Assets held in **joint tenancy** are transferred to the surviving owner by the right of survivorship after providing proof of death (usually a death certificate). If the deceased owned land in joint tenancy, then the surviving owner must complete and file a "Statutory Declaration re Proof of Death" with Alberta's Land Titles Office. If the deceased owned a bank account or other property in joint tenancy, the surviving owner should check with the bank or registry to see what documents they need to transfer the title into the name of the surviving owner.
- Assets with a **designated (named) beneficiary**, such as RRSPs or insurance policies, are transferred directly to the named beneficiary once you give the plan administrator or insurance company a copy of the death certificate.

A grant **may be** necessary if:

- the deceased owned real estate on their own or as a **tenant in common** (where each owner owns a share of the property)
- a financial institution requires a grant to release money or other assets
- the estate is complex (such as lots of assets, lots of beneficiaries, or beneficiaries that are companies, trusts, or other organizations)
- someone is challenging or might challenge the validity of the Will

Each province has authority to issue grants dealing with property within its borders. The Court of King's Bench of Alberta can issue grants to deal with property owned in Alberta by residents and non-residents of Alberta. If someone lived in Ontario and owned property in Ontario and Alberta, the Alberta court must issue a grant to deal with the Alberta property and the Ontario court must issue a grant to deal with the Ontario property.

The Laws About Estates

There are many Alberta laws that apply to dealing with an estate. The main ones are:

1. ***Estate Administration Act*** (the laws about dealing with an estate)
2. ***Wills and Succession Act*** (the laws about making a Will and who shares the estate if the deceased did not make a Will)
3. ***Trustee Act*** (the roles and responsibilities for trustees, including Personal Representatives)
4. ***Surrogate Rules*** (the rules of court that apply when dealing with Wills and estates, including when applying for a grant)

Depending on the situation, many other laws may apply such as laws about families and support, real estate, insurance, and taxes.

Who can apply for a grant?

The person applying for the grant is the **applicant**, and they are applying to be the **Personal Representative** of the deceased's estate. The person or persons who can apply for this role depends on whether the deceased left a valid Will.

If there is a Will

A Will may name a Personal Representative to deal with the estate. Sometimes a Will names a person to appoint a Personal Representative.

If the Will does not name a Personal Representative or person to appoint one, then the following people can apply for a grant (from first to last priority):

- a **residuary beneficiary** named in the Will
- a **life tenant** of the residue in the Will
- a beneficiary under an **intestacy** if the Will does not say what happens to all the residue
- a beneficiary receiving a **specific gift** in the Will
- a contingent beneficiary of the residue of the Will
- a contingent beneficiary of a specific gift in the Will
- the Alberta government

Residuary gifts are gifts of the rest of the assets in the estate after the specific gifts have been given (the **residue**). For example, a Will might say the residue of the estate shall be divided equally among the deceased's grandchildren. If the residue of the Will is worth $100,000 and there are five grandchildren, then each grandchild gets $20,000. A person who receives a residuary gift is a **residuary beneficiary**.

A **life tenant** is a person with an interest in real property that ends on the death of a named person, either the person with the interest or someone else.

Intestacy refers to when someone dies without a Will. The deceased dies **intestate**.

Specific gifts are property the Will gifts to a named person. For example, a Will might say the deceased's niece shall receive their art collection.

If there is NO Will

If no Will exists, then the following people can apply for a grant (from first to last priority):

- the surviving spouse or surviving **adult interdependent partner**
- a child of the deceased
- a grandchild of the deceased
- a **descendant** of the deceased other than a child or grandchild
- a parent of the deceased
- a sibling of the deceased
- a child of the deceased's sibling if the child is a beneficiary under the intestacy
- the next of kin of the deceased under sections 67 and 68 of the *Wills and Succession Act* who are beneficiaries under the intestacy and who are not otherwise referred to in this list
- a person who has an interest in the estate because of a relationship with the deceased
- a person with a claim against the estate (a claimant)
- the Alberta government

An **adult interdependent partner** is a person in an adult interdependent relationship (a type of relationship for unmarried people). For more information, see CPLEA's **Living Together: Adult Interdependent Relationships** info sheet at **www.cplea.ca/family**.

A **descendant** is a person related to you and who lives after you, such as a child or grandchild.

In any case

Sometimes a few people have the **same priority** to apply:

- Preference goes to the person who is a resident of Alberta. If both are Alberta residents, then the court can grant authority to one or more of them as the court sees fit.
- If there is equal priority between spouses or adult interdependent partners, preference goes to the person who lived with the deceased right before, or most recently before, the deceased died.
- Those with equal priority can agree among themselves who will act, can apply together, or can ask the court to decide.
- The court has the power to appoint a Personal Representative who is not the highest on the priority list.

ROLE OF THE PERSONAL REPRESENTATIVE

- if named in a Will, can start acting right away after the deceased dies and may need to apply for a grant depending on the assets in the estate
- if there is no Will, must be the person with the highest priority who is willing and able to apply for a grant and cannot act without a grant
- responsible for dealing with the deceased's estate
- must distribute the estate to the beneficiaries as soon as practicable
- must follow the instructions set out in the Will (if there is one) and the rules in Alberta's *Wills and Succession Act*
- owes a **fiduciary duty** to the estate and its beneficiaries
- must act according to Alberta's *Estate Administration Act*, the *Surrogate Rules*, and the *Trustee Act*

A **fiduciary duty** is a legal obligation of one person to act in the best interests of another person.

*For more information, see CPLEA's **Being a Personal Representative** booklet at **www.cplea.ca/wills-and-estates/***

The person with the highest priority can also **nominate** someone else to be the Personal Representative if they do not want to act. For example, if a person dies without a Will and leaves behind a spouse, a child, and a sibling, the spouse has priority to apply for a grant. If the spouse does not want to be the Personal Representative, they can nominate someone else to be the Personal Representative. That person becomes the Personal Representative even before the deceased's child or sibling.

Is the Will valid?

To be valid, the Will must:

☐ be in writing

☐ be signed by the testator, and

☐ meet one of the following requirements:

- be a **formal Will** – in writing and signed by the testator and two witnesses, all in the presence of each other
- be a **holograph Will** – written in the testator's own handwriting and not witnessed
- be a **military Will** – written by the testator while on active service with the Canadian Forces (naval, land or air force) and not witnessed

If the Will does not meet these three requirements, it is not valid. In some cases, you can apply to the court to validate an invalid Will.

*For more information, see CPLEA's **Making a Will** booklet at **www.cplea.ca/wills-and-estates/***

Types of Grants

There are different grants for different situations. Some grants are unlimited and unrestricted about what the Personal Representative can do. Some grants limit the Personal Representative to dealing with only part of the deceased's estate. Some grants are for a limited time. Some grants are for a limited purpose only, such as for litigation or to preserve property. The most common grants are a grant of probate, a grant of administration with will annexed, a grant of administration, and a grant of resealed probate/administration.

The good news is that the process for applying for a grant is the same regardless of what type applies to your situation.

Grant of Probate

A **grant of probate** confirms:

- the Will is valid, and
- the appointment of the Personal Representative named in the Will.

The Personal Representative named in a valid Will has authority to deal with the estate without a grant. They may or may not need a grant to carry out their duties, depending on the assets in the estate. For example, if the deceased owned a house, the Personal Representative would need a grant to transfer ownership of or sell the house.

Grant of Administration with Will Annexed

A **grant of administration with will annexed** appoints a Personal Representative to manage the estate according to the Will.

This type of grant is necessary where the Will is valid but the Will:

- does not name a Personal Representative, or
- names a Personal Representative but they are not willing or able to act and no other Personal Representative is named or willing or able to act, or
- does not deal with all the deceased's estate. (In this case, the court grants a grant of probate to deal with estate property under the Will and a grant of administration with will annexed to deal with estate property not included in the Will.)

The Personal Representative must apply for a grant in the above situations unless all the property owned by the deceased does not form part of their estate. (For example, the property is owned in joint tenancy or designates beneficiaries.) **No one has authority to deal with the deceased's estate not covered by the Will until the court issues a grant of administration with will annexed.**

Grant of Administration

A **grant of administration** authorizes the applicant to deal with estate property when:

- there is no Will, or
- the Will is not valid, and the court has not declared the Will to be valid (If the court declares an invalid Will to be valid, the court issues a grant of probate instead.)

There is a list of people who can apply for a grant of administration, in order of priority (see page 7). The Personal Representative must apply for a grant in the above situations unless all the property owned by the deceased does not form part of their estate. (For example, the property is owned in joint tenancy or designates beneficiaries.) **No one has authority to deal with the deceased's estate until the court issues a grant of administration authorizing the named Personal Representative to act.**

The Personal Representative must distribute the estate to the people who inherit the estate of an intestate person, as set out in Alberta's *Wills and Succession Act*.

*For more information, see CPLEA's **Beneficiaries: When someone dies without a Will in Alberta** info sheet at **www.cplea.ca/wills-and-estates/***

Grant of Resealed Probate/Administration

If the deceased did not live in Alberta but owned property in Alberta, you may have to apply for a grant in the place where the deceased lived and then apply for a grant of resealed probate/administration in Alberta. A grant of resealed probate/administration allows you to only deal with the property in Alberta. For example, a grant of resealed probate/administration might be necessary where the deceased lived in another province in Canada but owned land in Alberta.

Contact a lawyer for more information or help with the different types of grants.

How to Apply for a Grant

The law says a Personal Representative must distribute the estate as soon as practicable. While it may take some time to prepare the application, you cannot delay the process. If you do, the beneficiaries of the estate may take you to court.

Step 1: Get the application forms

There are specific forms to use to apply for a grant. Complete the forms as is. If a section does not apply, check the "Not Applicable" box.

There are five classes of forms:

1. **GA** – for grant applications of all types
2. **MP** – for appointing a trustee to manage property gifted to minors (those under 18 in Alberta)
3. **C** – for contentious matters, such as applications to the court to challenge the validity of the Will
4. **ACC** – for accounting reports
5. **NGA** – where there is no grant, notices to the beneficiaries, family members, spouse, attorney, trustee, Public Trustee, or guardian

Download fillable PDF versions of the GA and MP forms at:
www.alberta.ca/surrogate-forms-non-contentious-matters.aspx

Below is an overview of the **GA forms**. These forms are the most commonly used and will be the focus of the rest of this section. If you need help with the other classes of forms, contact a lawyer.

Form No	Form Name	When to Use	File with the court?
GA1	Grant Application	You must apply for the grant using this form. **See Step 3.**	Yes
GA2	Inventory	You must list the estate assets and liabilities using this form. **See Step 4.**	Yes – in some limited situations **See Step 7.**
GA3	Notice to Beneficiaries and Other Interested Parties	You must notify each beneficiary and certain other interested parties using this form. **See Step 8.**	Yes – as an exhibit to Form GA5 proving service of the notice
GA4	Notice to Public Trustee	You must notify the Public Trustee if a represented adult for which the Public Trustee acts, a minor, or a missing person has an interest or potential interest in the estate. **See Step 8.**	Yes – as an exhibit to Form GA5 proving service of the notice
GA5	Affidavit of Service	You must swear or affirm that you served the notices on the required recipients. **See Step 8.**	Yes – within 30 days after the service is complete
GA6	Grant	The court will use this form to issue the grant to you.	Yes – by the court clerk before giving to you
GA7	Notice of Grant Issuing	You must use this form to notify all people requiring notices that the court issued the grant. **See Step 10.**	No
GA8	Affidavit of Witness to a Will	If the Will is a formal Will, one of the witnesses must swear this Affidavit saying they witnessed the signing of the Will. **See Step 7.**	Yes – if applicable
GA9	Affidavit of Handwriting	If the Will is a holograph Will, someone who is familiar with the deceased's handwriting must swear this Affidavit saying the writing in the Will is that of the deceased. **See Step 7.**	Yes – if applicable
GA10	Affidavit Verifying Translation of a Non-English Will	If the Will is not in English, the translator must complete this Affidavit and attach the original Will and translated version as exhibits. **See Step 7.**	Yes – if applicable
GA11	Renunciation	If a person with the highest priority to apply for a grant does not want to act as Personal Representative, they must complete this form renouncing their entitlement to apply. **See Step 7.**	Yes – if applicable

Form No	Form Name	When to Use	File with the court?
GA12	Reservation of Right to Apply for a Grant	If a person named as one of the Personal Representatives in a Will does not wish to administer the estate, they can complete this form allowing the administration of the estate to proceed and reserving their right to apply for a grant of double probate in the future. **See Step 7.**	Yes – if applicable
GA13	Nomination	A person entitled to act as Personal Representative can use this form to nominate someone else to act instead. **See Step 7.**	Yes – if applicable
GA14	Beneficiary's Consent to Waive or Reduce Bond	If you are not an Alberta resident, you must provide a bond or other security. The beneficiaries can use this form to consent to the court waiving the bond requirement, requiring other security, or reducing the bond or security amount. **See Step 7.**	Yes – if applicable
GA15	Notice to Creditors and Claimants	If you publish a notice to claimants in a newspaper, use this form as the template for the notice. **See Step 6.**	No
GA16	Statutory Declaration of Publication	If you publish a notice to claimants, you must complete this form declaring you did so and attaching copies of the notices from the newspaper. **See Step 6.**	Yes
GA17	Statutory Declaration by Creditors and Claimants	You can ask a creditor or claimant to verify their claim against the estate using this form. **See Step 6.**	No
GA18	Renunciation of Trusteeship	If the Will or someone authorized by the Will appoints a person to hold property in trust, but the person does not want to act, they can renounce their trusteeship. To do so, they must swear or affirm this form and give it to you.	No
GA19	Report of Clerk to Justice	The court clerk will send you this form if the justice reviewing the application requires corrections or rejects the application for the given reasons.	Yes – by the court clerk before returning to you
GA20	Affidavit of Trustee	If the Will or someone authorized by the Will appoints a person to hold property in trust, each trustee must provide you with this Affidavit acknowledging they are a trustee.	No

Step 2: Gather information about the deceased, the beneficiaries, and the estate

You will need lots of information to complete the application so you should start collecting this information right away. This information includes:

- the original version of the Will (if there is one)
- a list of all the assets and debts of the deceased and the value of these assets and debts, including:
  - legal land descriptions for all land
  - account numbers, institution, and location where the account is, interest rates, and interest that has accrued since death for all bank accounts, investments, credit cards, loans, etc.
  - descriptions of valuable personal belongings, such as art, vehicles, or collectibles
- names, birth dates, and addresses for all beneficiaries
- the date and place where the deceased was born
- the date and place where the deceased died

It might take time, and some serious investigating, to get all this information together.

If there is no Will, how can I gather this information if I do not yet have authority from the court to act?

Use your best efforts to get as much information as possible. If you are the person with the highest priority to apply for a grant, people and institutions will usually cooperate with you. If you cannot determine the value of the assets and debts before applying for the grant, you can use estimates or check the box on the forms saying values are "to be determined". Once you have the grant, you must seek out better information and give an updated inventory to the residuary beneficiaries and other interested parties.

Step 3: Complete the Grant Application form

The first form to complete is **Form GA1: Grant Application**. This form asks for lots of information from the applicant:

- Part 1 requires information about the deceased, the net value of their estate, and whether any other courts have issued a grant.
- Part 2 requires information about the applicant.
- Part 3 requires information about persons requiring notification, including beneficiaries and persons with potential claims against the estate (such as dependents).
- Part 4 is where you attach documents (such as the Will, Codicil, and other forms) and provide more information for the court to consider.
- Part 5 requires the applicant to swear or affirm the application is correct and complete. Carefully read this part as it lists several actions you are promising to take after filing the application.

Where to go for help completing the forms?

- **Retain a lawyer.** If you do not have a lawyer, contact the Law Society of Alberta's Lawyer Referral Service: 1.800.661.1095. You can also retain a lawyer on a limited scope retainer – where a lawyer provides legal services for part but not all of the legal matter. Contact Alberta Legal Coaches & Limited Services for more info: **https://albertalegal.org/**
- **Visit a legal clinic in the province** (if you are eligible)

Step 4: Complete the Inventory form

Form GA2: Inventory requires information about the deceased's property and its values:

- Part 1 lists the deceased's assets, including land and minerals, bank and investment accounts, shares in public or private companies, pensions or benefits plans payable to the estate, life insurance payable to the estate, and household goods and personal items.
- Part 2 lists assets owned jointly by the deceased and persons other than a spouse or adult interdependent partner. Usually jointly owned assets do not form part of the estate but there are cases where they do, depending on the deceased's intentions. Contact a lawyer for more help if you have questions.
- Part 3 lists liabilities (debts), except for mortgages. Note mortgages in Part 1 alongside the asset.

You must complete this form using correct and complete information. If you do not know the value of the property, describe it as "to be determined". However, you must serve an updated Inventory when you get better information.

Step 5: Complete other forms depending on the situation

There are many other forms you may need to complete, depending on the situation. Review the list of forms in Step 1 to decide which ones apply to your situation. If you need help, contact a lawyer.

Step 6: Publish a Notice to Creditors and Claimants in a newspaper

A Notice to Creditors and Claimants is an ad in a newspaper that notifies creditors and claimants of the deceased's death. A claimant is anyone who might have a claim against the estate, such as someone to whom the deceased owed money. A creditor or claimant has **one month** from the date of the last publication of the notice to contact you about their claim.

You do not have to publish a Notice to Creditors and Claimants, but it is a good idea to do so to protect yourself from being personally liable to a claimant. It is also a good idea to publish a notice if you think people have claims against the estate. If you publish a notice, then you must use the process set out in Rules 38 to 43 of the *Surrogate Rules*.

To publish a Notice to Creditors and Claimants, contact a newspaper published or circulated where the deceased lived or where they had property (if they lived outside Alberta). Use **Form GA15: Notice to Creditors and Claimants** as a template for the notice. The notice must be published:

- at least once if the estate has a gross value of $100,000 or less, or
- at least twice with 5 days or more between the publications if the estate has a gross value of more than $100,000.

Keep copies of the newspaper containing the notice(s). You can ask the newspaper to send you copies. Complete **Form GA16: Statutory Declaration of Publication** as proof the notice was published and attach copies of the ad(s) as an exhibit. Some newspapers will complete Form GA16 for you. Check with the newspaper you use about their practice. You can include the completed Form GA16 when you file your application.

Step 7: File the application with the Surrogate Court

You must file **Form GA1: Grant Application** with the court, along with the following forms if applicable or required:

- **Form GA2: Inventory**
  You must file this form with the court if one of the following applies:
  - The Personal Representative must provide a bond or other security because they are not a resident of Alberta.
  - The non-resident Personal Representative is applying to dispense with the bond requirement, for approval of security other than a bond, or to reduce the amount of the bond or other security.
  - The court requires the Personal Representative to file the form.
- **Form GA8: Affidavit of Witness to a Will**
  If the Will is a formal Will, you must file this form sworn or affirmed by one of the witnesses. Sometimes a witness will swear or affirm this Affidavit when the Will is signed, and it will already be attached to the Will. The court will accept other versions of the affidavit if the *Surrogate Rules* required or permitted that version at the time the affidavit was sworn. For example, the old Form NC8 is acceptable if it was completed before June 15, 2022.
- **Form GA9: Affidavit of Handwriting**
  If the Will is a holograph Will, you must file this form sworn or affirmed by someone who confirms the handwriting is that of the deceased.

- **Form GA10: Affidavit Verifying Translation of a Non-English Will**
  If the Will is not in English, you must file this form sworn or affirmed by the translator, including the original Will and translation as exhibits.
- **Form GA11: Renunciation**
  If someone has priority to apply for a grant but does not want to be the Personal Representative, you must file this form sworn or affirmed by them renouncing their entitlement.
- **Form GA12: Reservation of Right to Apply for a Grant**
  If a person named as one of the Personal Representatives in a Will does not wish to administer the estate at this time, you must file this form sworn or affirmed by them allowing the administration of the estate to proceed and reserving their right to apply for a grant of double probate in the future.
- **Form GA13: Nomination**
  If someone nominated you to be the Personal Representative, you must file this form sworn or affirmed by the person with the right to nominate you.
- **Form GA14: Beneficiary's Consent to Waive or Reduce Bond**
  If you are asking the consent to waive or reduce the bond requirement, you can file consents from the beneficiaries in support of your application.

A **bond** is a form of insurance to protect the estate for beneficiaries and creditors. In Alberta, a Personal Representative must provide a bond or other security if they live outside Alberta (unless they are acting with another Personal Representative who does live in Alberta). A Personal Representative can ask the court to waive or reduce the bond.

Remember, you must file these forms with the court before serving them on the beneficiaries and other persons.

File the application with the Surrogate section of the Court of King's Bench (sometimes called "Surrogate Court") at the courthouse that is:

- closest by road to the place where the deceased lived before their death, or
- if the deceased lived outside Alberta, closest by road to the deceased's property in Alberta.

For example, if the deceased lived in Edmonton, you should file the application with the Surrogate Court in Edmonton. If the deceased lived in Rocky Mountain House, you should file the application with the Surrogate Court in Red Deer.

For a list of Court of King's Bench locations in Alberta, visit ***albertacourts.ca/qb/about/locations-and-sittings***

When you file the application, you must pay court fees. The fee depends on the value of the estate, as set out in part 1.2 of Form GA1: Grant Application. Court fees in 2022 were:

Estate Value	Court Fees
$10,000 or under	$35
Over $10,000 but not more than $25,000	$135
Over $25,000 but not more than $125,000	$275
Over $125,000 but not more than $250,000	$400
Over $250,000	$525

A grant application is a **desk application**, which means the **justice** reviews the documents without you having to speak to the justice in court. If there is an issue (a "contentious matter"), such as someone challenging the Will, then you will have to make an application in front of a justice in court. Contact a lawyer for more information if there is a contentious matter.

A ***justice*** *is a judge in the Court of King's Bench of Alberta.*

Step 8: Serve notices required by law

You must serve notices on beneficiaries and other people with an interest, or potential interest, in the estate. To **serve** someone means to officially give them documents in a way that can be proven to the court.

If applicable, complete **Form GA3: Notice to Beneficiaries and Other Interested Parties** for each of the following people entitled to a notice (complete only the sections of the form relevant to them):

- all beneficiaries
- family members with potential claims under the *Wills and Succession Act* for family maintenance and support:
  - spouses
  - adult interdependent partners
  - minor children
  - dependent adult children unable to support themselves due to a disability
  - dependent adult children (18 to 21 years) who are full-time students
  - minor grandchild or great-grandchild for whom the deceased stood in the place of a parent
- current or former spouses or adult interdependent partners who may have a claim under the *Family Property Act* about dividing property at the end of the relationship

You must notify the Public Trustee using Form **GA4: Notice to the Public Trustee** if the following people have an interest or potential interest in the estate:

- a represented adult the Public Trustee acts as trustee for
- a minor
- a missing person

Carefully read the section of the notice you are filling out for each person. For some notices, you must attach a copy of the filed **Form GA1: Grant Application** (along with documents filed with it) and/or **Form GA2: Inventory**. If the section says any forms are enclosed with the notice, make sure you attach them!

Before you serve the notice, make a photocopy of it. Give the original notice to the recipient and keep the photocopy.

You can serve the notice in person or by prepaid registered mail. Within 30 days of completing service of the notice, you must complete a **Form GA5: Affidavit of Service** for each notice and file them with the court. Attach the photocopy of the notice as an exhibit along with any proof of service, such as a delivery certificate if sent by mail.

If the law requires you to notify someone but you do not, you must complete part 3.7 of **Form GA1: Grant Application** and say why you have not notified them.

Step 9: Wait for the court to get back to you

First, a court clerk will review your application for a grant. Then they pass it to a justice to review.

If your application is incomplete, the clerk will send you **Form GA19: Report of Clerk to Justice**. It will say what corrections you need to make or why the justice rejected your application.

If your application is complete and the justice is satisfied with the information you provided, they will issue a grant in **Form GA6**. The clerk will file the grant and notify you when it is ready. Make sure to read the grant carefully to understand your authority! It will note the type of grant and any conditions, limitations, or express authorizations.

The court will give you one original of the grant. Keep the original safe and never give it away. You can also ask the court for certified copies. If you are transferring land or dealing with other agencies, sometimes they want a certified copy of the grant. You can ask the court for one or two certified copies of the grant when they call to let you know the grant is ready, or you can ask later. The court will charge you for each certified copy you request.

Step 10: Send notices about the court issuing the grant

Within 30 days of the court issuing a grant, you must send a notice using **Form GA7: Notice of Grant Issuing** to each person listed in Form GA1 who requires notification. You do not need to complete or file an Affidavit of Service proving service of this notice.

Step 11: Carry out your role

Once you have the grant, you are authorized to deal with the estate as the Personal Representative.

Getting a Grant of Probate or Administration in Alberta

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Other publications related to this topic that may interest you include:

- Making a Will
- Making a Personal Directive
- Making an Enduring Power of Attorney
- Being a Personal Representative
- Being an Attorney Under an Enduring Power of Attorney
- Being an Agent
- General Powers of Attorney
- *Adult Guardianship and Trusteeship Act*

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www.cplea.ca
info@cplea.ca

*You should **NOT** rely on this booklet for legal advice. It provides general information on **Alberta law only.***
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