



In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois

IN THE MATTER OF THE ESTATE OF

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

\_\_\_\_\_, DECEASED



**SCHEDULING ORDER FOR DECEDENT'S ESTATE  
-SUPERVISED ADMINISTRATION**

The Executor/Administrator shall undertake and perform the following on or before the date set forth. Failure to comply with this Order shall cause the Circuit Clerk to send Notice that a Rule To Show Cause shall be issued by the Court if the non-compliance is not corrected within 30 days after the date of the Notice. NOTE that sureties are "interested parties" as defined in the Probate Act who shall be entitled to notices and copies of certain filings under the Probate Act.

<u>ITEM</u>	<u>PROBATE ACT SECTION</u>	<u>DATE</u>
1. Notify heirs and legatees and file Proof of Notice -OR- Notify heirs and file Proof of Notice	Section 6-10  Section 9-5(b)	_____, being 14 days after entry of Order Admitting Will to Probate  _____, being 14 days after entry of Order Appointing Administrator
2. Publication and mailing of notice to creditors and file Certificate of Publication and Proof of Mailing	Section 18-3	As provided in Section 18-3
3. File verified Inventory	Section 18-3	_____, being 60 days after issuance of Letters
4. File verified Account	Section 24-1	_____, being 60 days after 12 months after issuance of Letters
5. Status Report to Court if estate not closed		_____, being 18 months after issuance of Letters

Entered: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Judge

I hereby acknowledge receipt of a copy of this Scheduling Order and that I have read and understand the duties of the Executor/Administrator.

Dated: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Executor/Administrator