

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
**PROBATE DIVISION**

In re Estate of \_\_\_\_\_

\_\_\_\_\_ ADM \_\_\_\_\_

\_\_\_\_\_  
Deceased

**PETITION FOR APPOINTMENT OF  
SPECIAL ADMINISTRATOR TO OPEN SAFE DEPOSIT BOX**

Name of Decedent: \_\_\_\_\_

Address of Decedent: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_

Address of Petitioner: \_\_\_\_\_

Relationship to Decedent: \_\_\_\_\_

Does the Petitioner have a copy of the Will, the original of which is sought? \_\_\_\_\_

Is the Petitioner named in this copy of the Will? \_\_\_\_\_

If so, in what capacity? \_\_\_\_\_

Location of safe deposit box(es) in the District of Columbia sought to be opened:

\_\_\_\_\_  
\_\_\_\_\_

Does the Petitioner know of anyone holding a higher priority for appointment pursuant to D.C. Code 20-303? \_\_\_\_\_

If so, what actions has Petitioner taken to contact such person(s)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has or have any such person or persons declined to seek entry into the safe deposit box(es)? \_\_\_\_\_

Does the Petitioner seek to have a representative from the Probate Division accompany the Special Administrator to the opening of the safe deposit box(es)?

\_\_\_\_\_

Does the Petitioner seek to have anyone else accompany the Petitioner to the opening of the safe deposit box(es)? \_\_\_\_\_

**List of Interested Persons**

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WHEREFORE, Petitioner prays that the Court appoint \_\_\_\_\_  
Special Administrator to open the safe deposit box(es).

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Telephone Number

I do solemnly declare and affirm under penalty of law that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Petitioner

**ACCEPTANCE AND CONSENT OF EACH SPECIAL ADMINISTRATOR**

I do hereby accept this appointment and consent to personal jurisdiction in any action brought in the District of Columbia against me or arising from the duties of this appointment.

\_\_\_\_\_  
Signature of Petitioner

**POWER OF ATTORNEY**

**To be Executed by Each Non-resident Special Administrator**

Pursuant to D.C. Code, sec. 20-303(b)(7) and D.C. Code, sec. 20-533, I do hereby irrevocably appoint the Register of Wills and successors in office as the person upon whom all notices and process issued

by a competent court in the District of Columbia may be served with the same effect as personal service in relation to all suits or matters pertaining to the estate in which the letters are to issue.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address, may not be P.O. Box)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Typed Name of Attorney

\_\_\_\_\_  
Address (Actual address/not Post Office Box)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Unified Bar number

\_\_\_\_\_  
E-mail address (optional)

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
**PROBATE DIVISION**

In re Estate of

\_\_\_\_\_ ADM \_\_\_\_\_

\_\_\_\_\_  
Deceased

**ORDER**

Upon consideration of the Petition for Appointment of a Special Administrator To Open a Safe Deposit Box filed by \_\_\_\_\_ that seeks the appointment of \_\_\_\_\_ as Special Administrator, and it appearing to the Court that

no one holds a higher priority for appointment than the Petitioner, or

while other person(s) hold(s) a higher priority for appointment than Petitioner, such persons have not come forward to seek appointment and that good cause exists to vary the priority of appointment,

it is by the Court this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

ORDERED, that \_\_\_\_\_ be appointed Special Administrator To Open a Safe Deposit Box located at \_\_\_\_\_  
\_\_\_\_\_;

and it is further

ORDERED, that the Special Administrator:

shall not to be accompanied by a representative from the Probate Division, or

shall be accompanied by a representative from the Probate Division when opening the safe deposit box.

shall be accompanied by \_\_\_\_\_ when opening the safe deposit box; and it is further

ORDERED, that the appointment of Special Administrator shall terminate thirty (30) days of the date of this Order; and it is further

ORDERED, that the Special Administrator shall have no other authority than that granted herein and shall have no authority to receive any assets of the decedent and hence shall not be required to post bond; and it is further

ORDERED, that the Special Administrator shall forthwith deliver any testamentary document(s) found in the safe deposit box to the Probate Division, or

ORDERED, that the Probate Division's representative shall deliver any testamentary document(s) found in the safe deposit box to the Probate Division.

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JUDGE

cc: