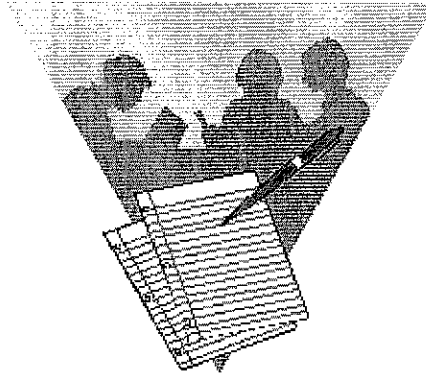


## Personal Representative Duties

This information is a guide concerning the duties of the Personal Representative (also known as an Executor) of an estate. Selected deadlines that you will need to meet are also shown. You may run into other issues that require the services of an attorney.

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### Personal Representative Applies for Appointment

(probate forms available [here on the web site](#) or from the Court)

Please click [here](#) for a downloadable, printable checklist of Personal Representative duties.

### Lincoln County Phone Numbers/E-mail

Probate Court:	(575)- 648-2394 ext 128 1-800-687-2705 ext 128	<a href="mailto:cemmons@lincolncountynm.net">cemmons@lincolncountynm.net</a>
County Clerk:	(575)- 648-2394 ext 130	<a href="mailto:rburrows@lincolncountynm.net">rburrows@lincolncountynm.net</a>
Treasurer	(575) -648-2397 ext 7	
Assessor:	(575)- 648-2306 ext 4	

### Other Useful Phone Numbers, Websites, & E-mail Addresses

IRS:	800-829-1040	<a href="http://www.irs.treas.gov">www.irs.treas.gov</a>
NM Taxation & Revenue:	841-6200 (Albuquerque), 505-827-0700 (Santa Fe)	<a href="http://www.state.nm.us/tax">www.state.nm.us/tax</a>
MVD:	888-683-4636	<a href="http://www.state.nm.us/tax/mvd/">www.state.nm.us/tax/mvd/</a>
Social Security	800-772-1213	<a href="http://www.ssa.gov">www.ssa.gov</a>
Medicare:	800-633-4227	<a href="http://www.medicare.gov">www.medicare.gov</a>
Dept. of Veterans Affairs:	800-827-1000	<a href="http://www.va.gov">www.va.gov</a>
Vital Statistics Dept. (for death certificates)	841-4183 (Albuquerque); 505-827-0121 (Santa Fe)	<a href="http://www.health.state.nm">www.health.state.nm</a>