**PROCEDURE FOR THE APPLICATION OF LETTERS OF ADMINISTRATION:**

1. Attain the Notice of death from the hospital or the Local Council in respect of a hospital or hoe death respectively.
2. Process the Death Certificate with the National Identification and Registration Authority (NIRA).
3. Process or obtain a certificate of No Objection from the Administrator General.
4. Draft and file a petition and attach the death certificate and the certificate of No Objection.
5. Obtain URA buff assessment and pay the requisite fees in the bank.
6. File the petition in the High Court at District based on Territorial Jurisdiction of the Matter in question.
7. Obtain the notice from the registrar for gazetting for 14 days. This is to preempt any beneficiaries to lodge a caveat on the application.
8. Search the court after 14days to ensure that a caveat is not lodged.
9. Get identification forms from the court and fill the same, with the client.
10. Submit the identification forms and ensure that the clerk has prepared an identification file.
11. Attend the identification hearing with the client.
12. The file is then forwarded by the Registrar to the Judge for the issue of Letters of Administration.
13. File a copy of the letter on the office file.