

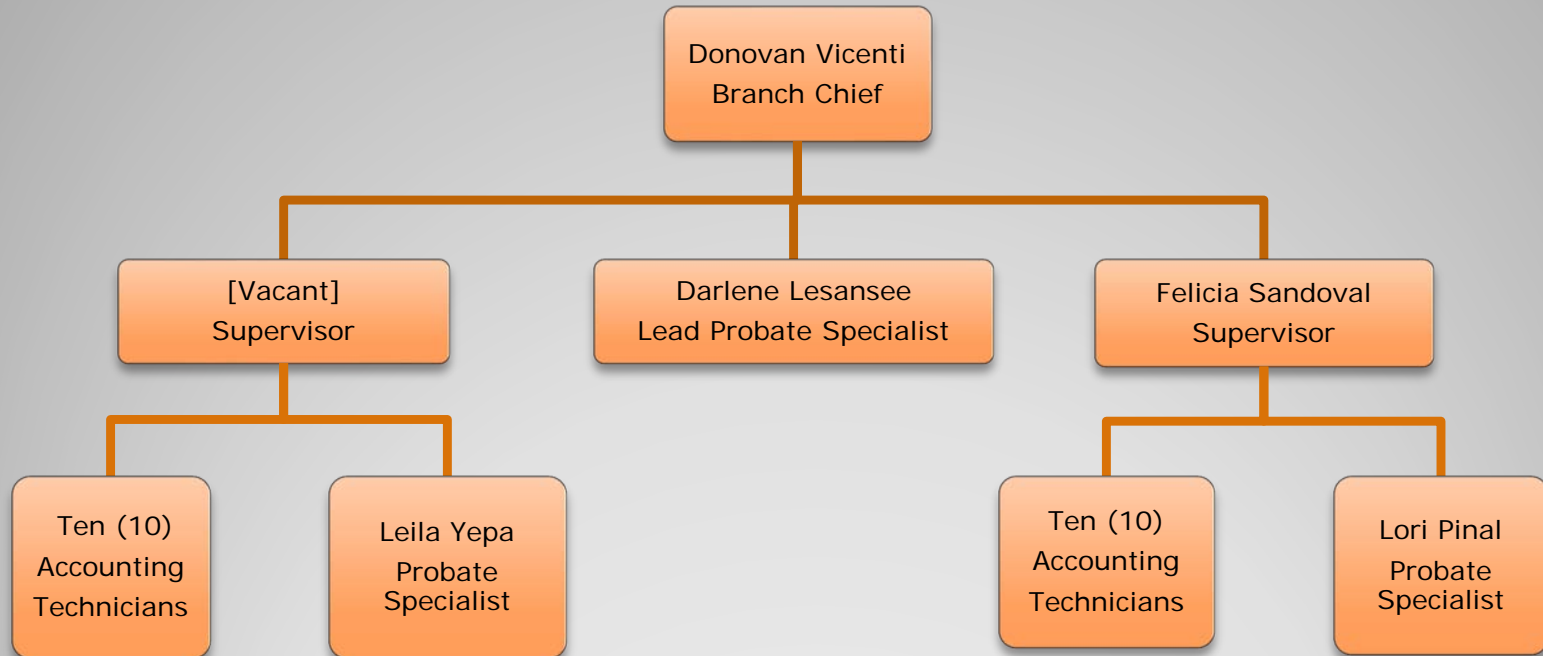
Office of the Special Trustee

Trust Services - Branch of Probate Process Overview

Presented By

Leila Yepa – Probate Specialist
Donovan Vicenti – Branch Chief

OST - Branch of Probate (BOP)



Common Probate Questions



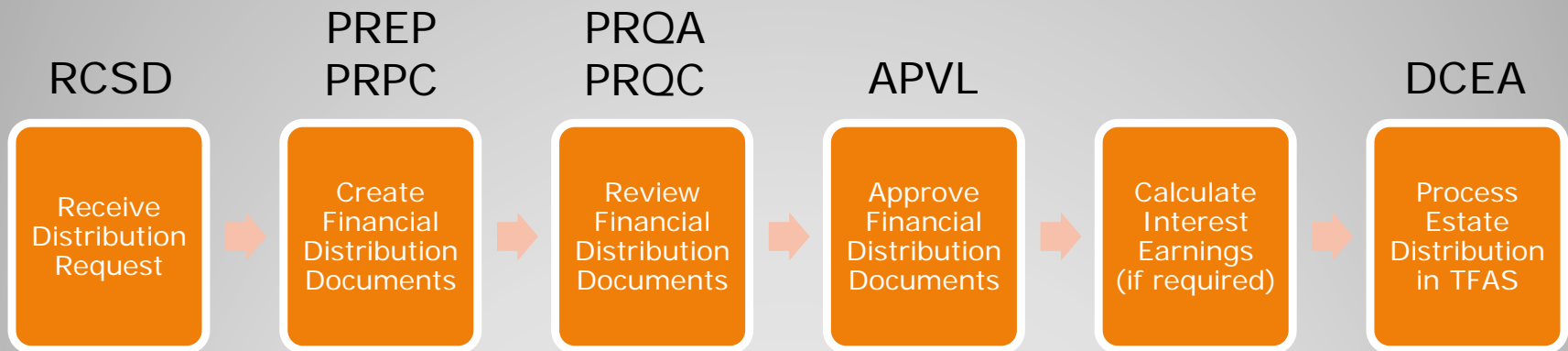
- ✓ How long does it take for an estate to be distributed upon arrival to OST-BOP?
- ✓ What is the status of my estate distribution?
- ✓ Why was DCEA (Distributed & Closed Estate Account) not entered into ProTrac?
- ✓ Who authorizes Priority / Partial Estate Distribution Requests?

Common Probate Questions



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Process Flowchart



20 Business Days = 30 Calendar Days

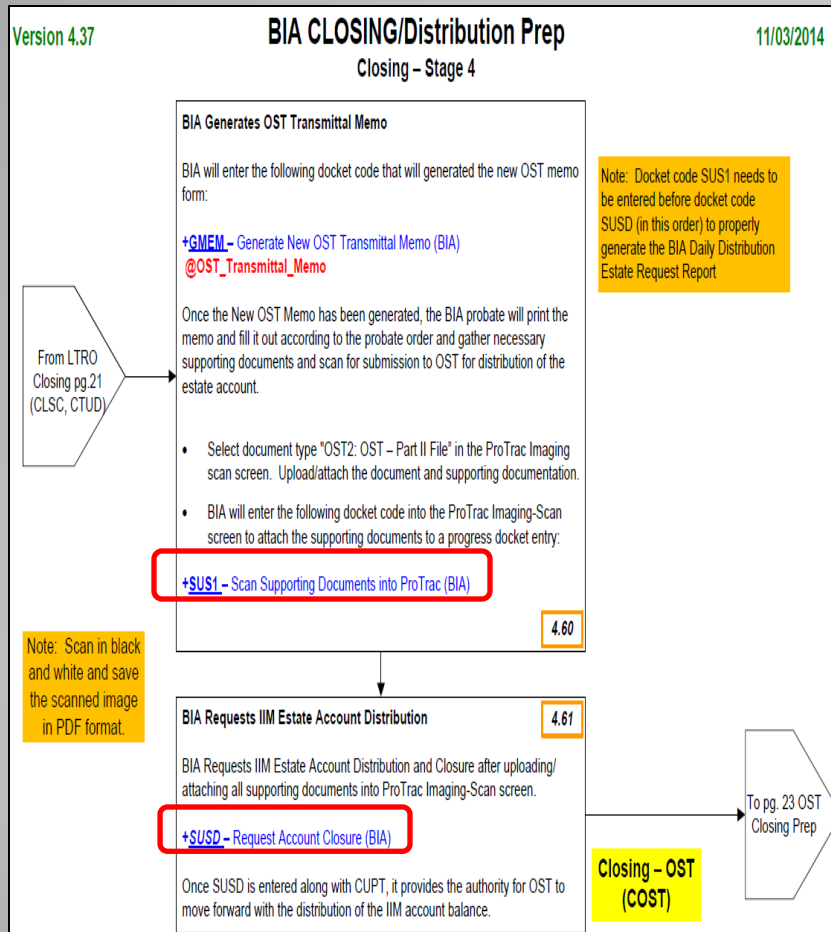
Common Probate Questions



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Process Overview

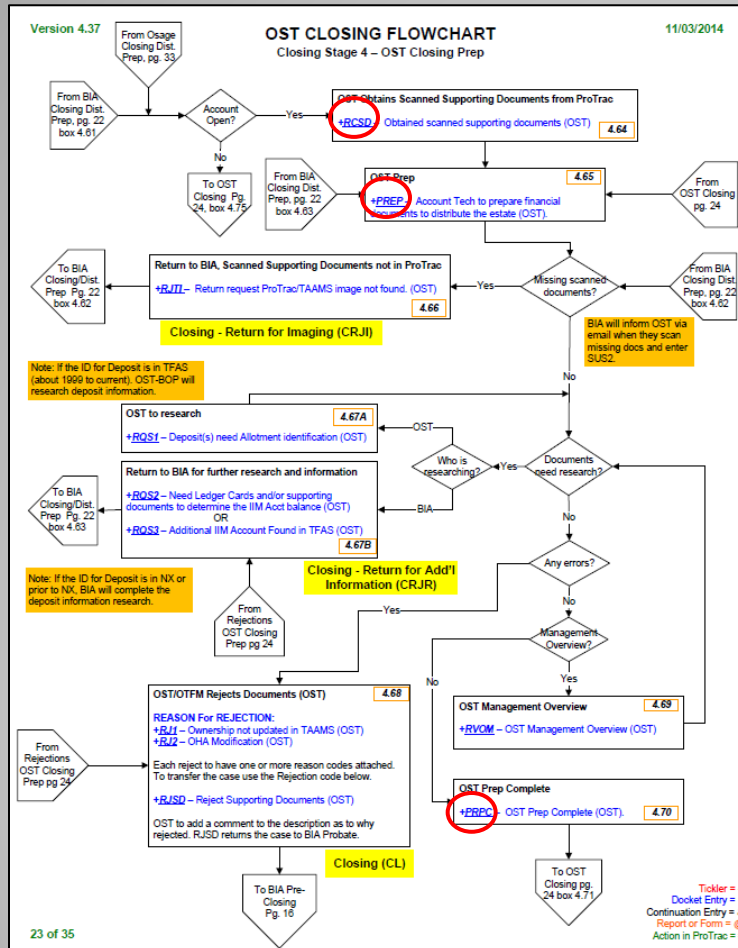
Receive
Distribution
Request



- Sequential entry of docket codes by BIA
 - ✓ SUS1
 - ✓ SUSD
- Case placed on Daily Distribute Estate Request (DDER) Report
- Scanned Images used to create "Batch"
- OST2, PORD, INF, OSTM
- "RCSD" entered

Process Overview

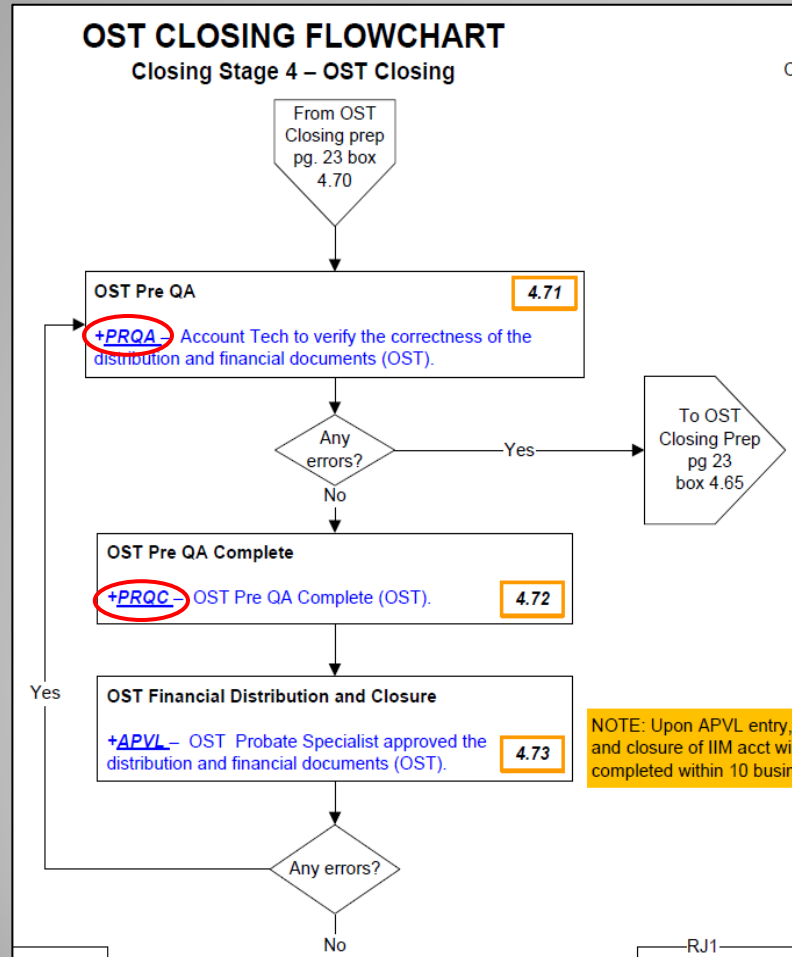
Create
Financial
Distribution
Documents



- Review distribution documents
 - ✓ Probate Order
 - ✓ Deed
 - ✓ BIA Transmittal Memo
- Request additional information from BIA (if applicable)
- Prepare financial documents & work tickets
- "PREP" & "PRPC" entered

Process Overview

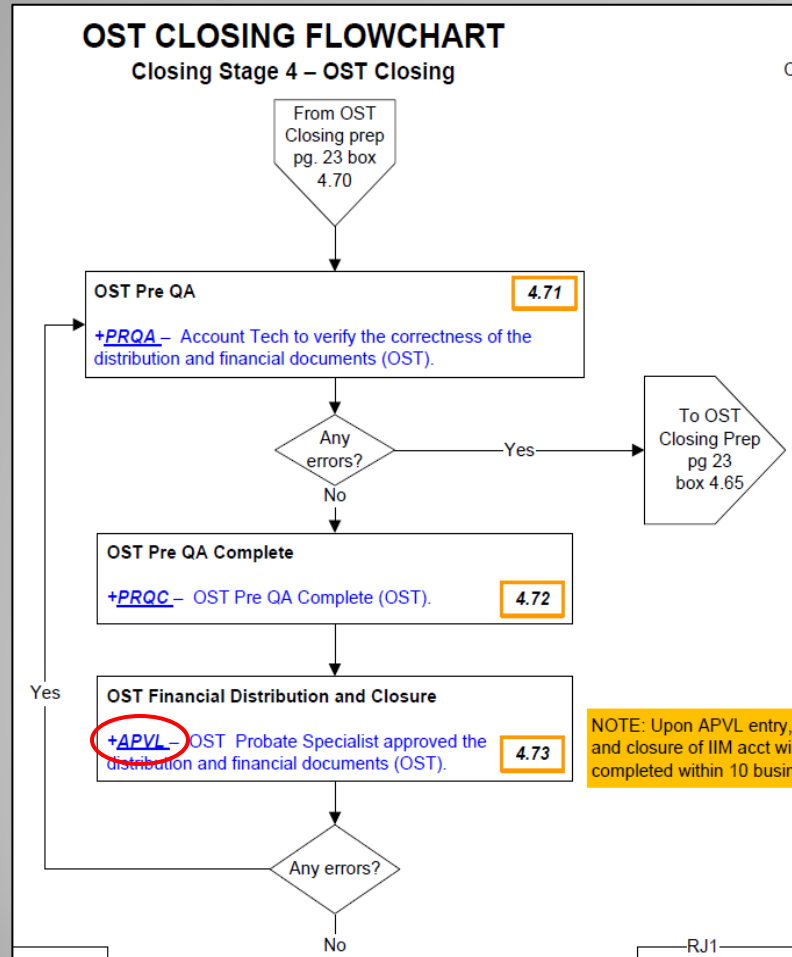
Review
Financial
Distribution
Documents



- Review distribution documents, financial documents and work tickets
- Thorough analysis of distribution
- Ensures accuracy and compliance w/ documentation
- "PRQA" & "PRQC" entered

Process Overview

Approve
Financial
Distribution
Documents



- 2ND review of distribution documents, financial documents and work tickets
- Approval of all financial documents
- Last process step for OST Probate team
- “APVL” entered

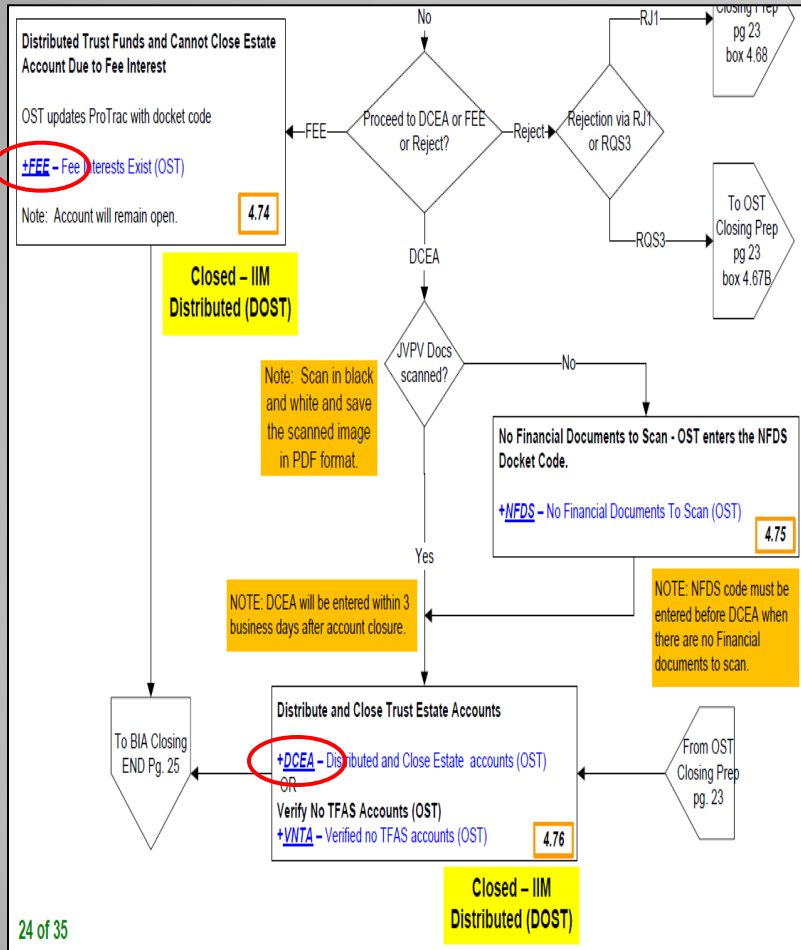
Process Overview

Calculate
Interest
Earnings
(if required)

- Specific devise of allotments
- Increased with AIPRA
- 30% - 40% of distributions
- No docket codes entered

Process Overview

Process
Estate
Distribution
in TFAS



- Distribution entered into TFAS
- Estate account closed
- Financial documents uploaded to ProTrac
- "NFDS" entered if applicable
- "DCEA" or "FEE" entered

Process Overview

Contact Information

Trust Beneficiary Call Center (TBCC)

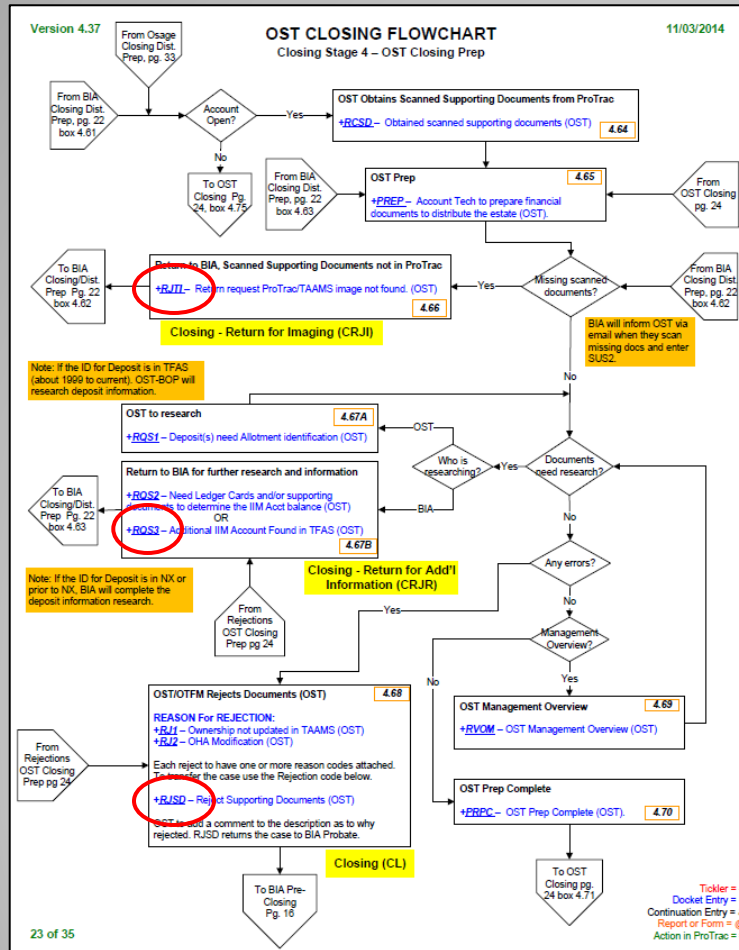
1-888-678-6836

Common Probate Questions



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Process Overview



➤ Case sent back to BIA for the following reasons:

✓ Missing Documents

➤ RJTI

✓ OHA Modification

➤ RJ2 / RJSD

✓ Additional IIM Account

➤ RQS3

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Process Overview

Special Requests

- OST – Fiduciary Trust Officer (FTO) reviews and approves requests
- OST – Branch of Probate (BOP) processes approved requests
- Partial vs. Priority?

Process Overview

Sub Processes

- Update IIM Account to Estate Status
- Payment of Claims / Estate Expenses
 - Osage / 5 Civilized Tribes
 - 25 CFR 115.503
- Termination of Life Estate's

(Process I b – How are Life Estate for Non-Indian and Indian (“B” and “L”) Accounts Processed to Distribute and Close the Accounts?)

Process Overview

Sub Processes

- Distribution of Non-Trust (Fee) Assets
- Erroneous Receipts / Returned Distributions
- Monthly Macro Closures
 - Last Week of the Month
 - No Income
 - No Land
 - No Activity – 13 Months

Process Overview

Distribution Hurdles

- Probate Order Discrepancies
 - ✓ AIPRA / State Statutes Missing
 - Trust Personalty
 - < 5%
 - > 5%
- Missing Additional Probate Orders / Documentation (i.e. Mod's)
- Probate Order Discrepancies (i.e. Shares Missing / Not Equal To 100%)
- Land Ownership Not Updated
- Unidentified Receipts

Process Overview

Contact Information

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Lori Pinal

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Process Overview

Questions ... ?

