



The Office of the Washoe County Public Administrator



What does the Public Administrator Do?

The Public Administrator protects the assets and handles the final affairs of deceased residents when there are no relatives identified or who are willing or able to do so.

THE TEAM

- Elected Department Head
- 1 Chief Deputy
- 1 Administrative Assistant
- 1 Lead Deputy Probate Estate Manager
- 3 Deputy Probate Estate Managers
- 4 Public Administrator Specialists
- 1 Account Clerk

CASE LOAD

2024	357 cases
2025	348 cases
2026	164 cases to date

How Does the Public Administrator receive their cases?

- The majority of referrals are received from the Washoe County Regional Medical Examiner's Office. Referrals to our office are generated when the ME's is unable to locate family members in the state of Nevada.
- Family referrals
- Court Appointment
- Named in the decedents Will

The Investigation

- Heir Research
- Onsite Investigations
- When family is identified, discussions about the pros and cons of working with our office vs other options available take place.
- When estate planning documents are located, jurisdiction is transferred to the party selected by the decedent.
- Once it is determined that there is no family or estate planning documents, or that the identified family has chosen to have our office act in the matter, the investigation expands.

Identify and Protect Assets

- Real Property
- Personal Property including vehicles, RV's, and boats
- Bank Accounts, safe deposit boxes, stocks, money market accounts, IRA's, 401k's, life insurance, royalties, copyrights, beneficiaries of other Estates or Trusts, refunds due to the decedent
- Freeze known bank accounts
- Cancel Credit Cards
- Notify Social Security, VA, and insurance companies

Identify Creditors

- Administrative expenses
- Funeral Expense
- Medical, Medical Last Illness, Medicaid Estate Recovery
- Judgements
- Mortgages, Reverse Mortgages
- Lien holders on vehicles and Liens filed against real property
- Utilities and Rent
- **TAXES**

Levels of Administration

- NCI – No Court involvement
- PA Affidavit – Estates valued under \$25,000. Reported to the Court and approved before distribution is made.
- Set Aside – Estates valued between \$25,000 and \$150,000. Requires a Nevada Licensed Attorney. Petition to Set Aside filed and approved by the Court.
- Summary/General – Estates valued at over \$150,000. Requires a Nevada Licensed Attorney. Notice to Creditors is made at this level and creditors must file a claim with the Court to be paid.

What Fees Are Charged By The Public Administrator?

- Fees for estates valued under \$150,000 are calculated based on the number of hours spent administering the Estate. The rates were approved by the Washoe County Board of Commissioners.
- Fees for Estates valued over \$150,000 are percentage-based and set by NRS 150 and are the same fees any appointed Administrator would be granted.
- Costs are covered by the estate including postage and storage.

What happens when there is no family or when family cannot be located and there are funds to distribute?

- If there are known heirs or beneficiaries that cannot be located, the distributions are forwarded to the Washoe County Treasurer pursuant to [NRS 151.170](#). The funds are held for a specified period of time established by NRS to allow for an authorized party an opportunity to collect the funds.
- If there are no known heirs or beneficiaries, the distributions are paid to the Nevada State Treasurer pursuant to [NRS 134.120](#).
 - In 2024 we paid heirs and beneficiaries almost \$4.5 million and did not escheated \$2,500
 - In 2025 we paid heirs and beneficiaries \$4.9 million and escheated \$9,300

Do you have your Estate Planning Done?

We are not attorneys, and our office cannot offer legal advice. We also do not make referrals to any attorneys or estate planning companies.

We do encourage everyone to have their Estate Planning done and we can offer resources:

- Lawyer in the Library

- Senior Law Project

- Nevada State Bar Referral Line

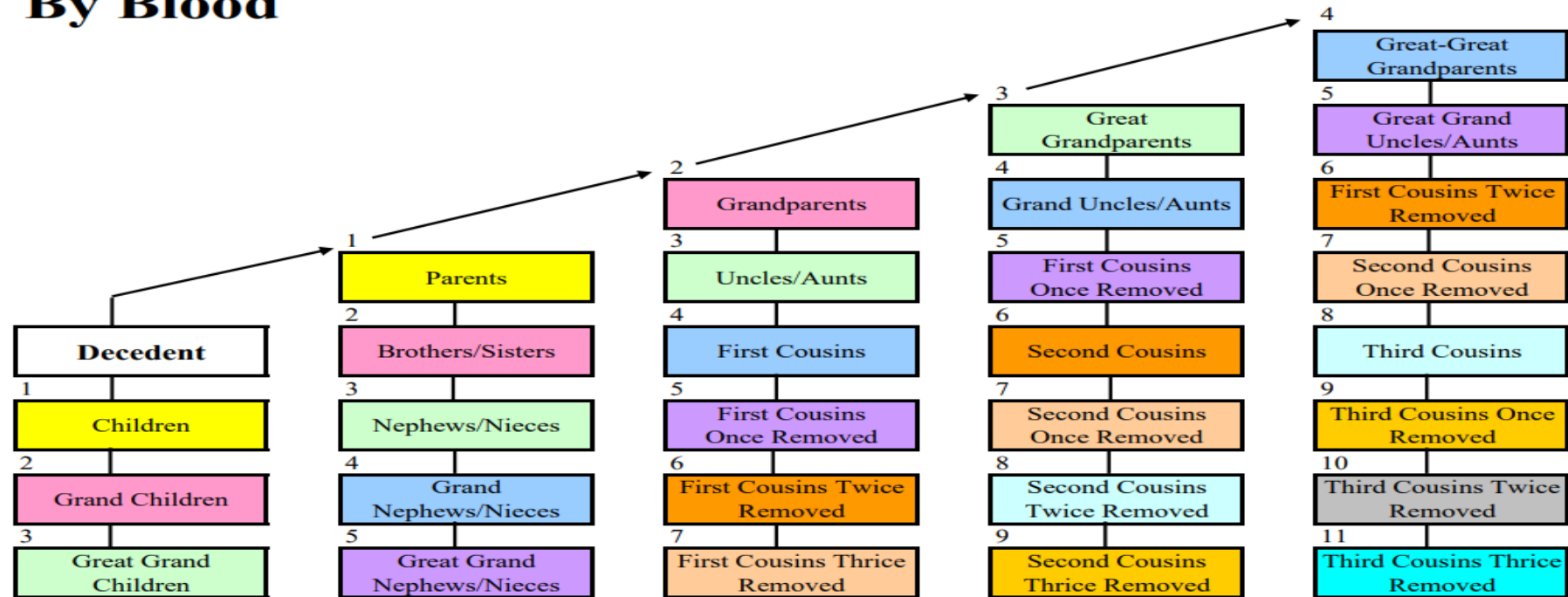
- Family Estate Planning Series – Community Foundation of N. NV & PBS

We encourage people to make sure your beneficiary information on all accounts are up to date.

- POD/TOD/ITF's

Consanguinity Chart

Degrees of Relationship By Blood



Washoe County Public Administrator



Washoe County Public Administrator



Washoe County Public Administrator



Thank you

Nicole Klitzke
Washoe County Public
Administrator

