
Decedents Name

Date of Death

Was the deceased a **Montgomery County resident**? **Yes.** Continue.

No. Proper Jurisdiction?

List of Assets and Estimated Values:

(Includes assets that are in the decedents name only,
NOT assets that were jointly owned or have beneficiaries)

List of Heirs (not beneficiaries):

Names, Addresses and Ages

Have you obtained the **Death Certificate**?

Yes. Make a copy.

No. You need one before appointment.

Is there a **Will**?

Yes

Do you have the original Will?

Yes. Make a Copy

No. You need it before appointment.

Who is named the Executor?

Name, Address and Phone #?

No

Who will qualify as Administrator?
Name, Address and Phone #?

Waivers of Qualification?

Please contact the **Probate Clerk, Diane Lawson** for an appointment at **1.540.382.3384**. If there is no answer, please leave a message with your name and telephone number.