

ITEMS TO BE PRESENTED TO PROBATE CLERK

1. Death Certificate.
2. **Original** Will, if any, and **original** Codicil, if any.
3. Personal Representative - person appointed to administer the estate.
4. List of basic probate information, such as:
 1. Decedent's name, age, SS#, date of death and address
 2. Personal Representative's name and address
 3. Bond amount - approximate value of personal estate
(Everyone who administers an estate has to be bonded)
 4. Surety for bond if not waived by Will - must be either someone who owns real estate in WV or an insurance company
 5. Names and addresses of heirs and beneficiaries and their relationship, if any, to the decedent
5. Probate fee - varies according to if there is a Will (# of pages) and number of certificates of qualification issued.
6. Witnesses to verify signatures if there is a Will which is not **properly** notarized.

(Subject to change as the law requires)