

Montgomery County Circuit Court
Erica W. Conner, Clerk
(540) 382-5760, option 4



Decedent's Name: _____ Date of Death: _____

Your Name: _____ Phone Number: _____

Was the deceased a **Montgomery County** resident? **Yes:** Continue. **No:** Proper Jurisdiction?

List any assets and their estimated values (this excludes any asset jointly owned or p.o.d.)

- Real Estate (home/land deeded only in the decd. name):
Address: _____ Assessed Value: _____
- Vehicles (titled only in the decd. name) estimated value: _____
- Bank Accounts (only in the decd. name) estimated amount: _____
- Any other asset estimated value: _____

Is there a Will?

No: You may need waivers of qualification from other heirs before you are eligible to qualify.

Yes: You must have the original before the appointment. **Please submit a copy with this form.**

Are you the first-named Executor?

Yes: continue.

No: If the first-named Executor is still living and they do not wish to qualify, they will need to complete a waiver of qualification prior to your appointment.

Are you a Virginia resident? **Yes:** Continue. **No:** Clerk will discuss options with you.

On the back of this form please list the names, addresses and ages of living heirs in the following order:

- Spouse (do not list if divorced at death)
- Children from a prior marriage (children from a current marriage are listed only if there is no living spouse. List grandchildren ONLY if a child is deceased)
- Parents (if there are no children or spouse)
- Siblings (if there are no living parents)
- Nieces/Nephews (if there are no living siblings)
- Great-nieces/nephews (if there are no living nieces/nephews)

Have you obtained the death certificate? **No:** You must obtain a copy before the appointment.

Yes: Please bring a death certificate to your appointment. **Please submit a copy with this form.**