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Register of Wills

To All Personal Representatives of Probated Estates

As Personal Representative of a probated Estate, it is your responsibility to file the paperwork involved in clearing an Estate, which is listed below:

1) Inventory Form – An Inventory of all the decedent's assets (Personal & Real Property), along with any Jointly owned property, is to be filed with the Register of Wills office within three (3) months from the date you were appointed as Personal Representative.

2) If the decedent passed away before January 1, 1999, you must file an Inventory (Form 600) with the Division of Revenue due nine (9) months from the date of death. This form would consist of all assets and debts of the decedent, along with a list of heirs to the Estate, which would determine if any Inheritance Tax were due.

3) Accounting Form – An Accounting form is due to be filed with the Register of Wills office one (1) year after your appointment as Personal Representative. If at that time the Estate matters have been completed, you may file a First and Final Account. If matters are still pending and debts are still owed, you must file a First Account only. Each year after that, you would be required to file an Account (even if the Account has remained the same) until you are ready to close the Estate.

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