

RALEIGH COUNTY PROBATE CHECK LIST

215 Main Street, Beckley, WV 25801
Phone: (304) 252-0161 / Fax: (304) 252-0163
Hours: M-F 8:30am – 4:30pm

PROBATE WITHOUT WILL

Please complete this form and return it, along with the required documents and photo identification to our office. Thank you for your cooperation.

NAME OF DECEDENT: _____ DATE OF DEATH: _____

Required Documents:

- DEATH CERTIFICATE:** Check to see that the following is correct for the decedent:
 - Verify **Social Security Number** is correct
 - County of Residence in **Item 13B** MUST be **RALEIGH** County
- FIDUCIARY:**
 - Bring your **Driver's License** or some other form of **photo identification**.

On the lines below, please provide your contact information and relationship to the Decedent. If there are two (2) Administrators/Administratrixes to be appointed, then add Fiduciary 2 information. Please, clearly print all of the information requested for easy legibility.

FIDUCIARY 1

Name: _____
Home #: _____
Cell #: _____
Work #: _____
Mailing Address: _____

Relationship to Decedent: _____

FIDUCIARY 2

Name: _____
Home #: _____
Cell #: _____
Work #: _____
Mailing Address: _____

Relationship to Decedent: _____

Providing this completed checklist, along with the required documents, will begin the 1st Step of Probate.

The 1st Step of Probate: The **Appointment** of a personal representative to serve as the Fiduciary over the Estate of the Decedent. The Fiduciary is called an Administrator/Administratrix if there is no Will for the Decedent. The Appointment of the Fiduciary will normally be made within thirty (30) days from the date of death. **This first step takes about an hour, at least, to complete (this includes your wait time, if any). We ask that when coming for the Appointment, please plan to arrive by 3:30 pm as we cannot file any documents past 4:30 pm. This is the only step that must be done in person in our office. Everything else can be returned by mail. We do not close during lunch, however, we do rotate lunches and are, therefore, short-staffed during the hours of 12pm-2pm. Please plan accordingly, taking into account this information.**