

**Using This Revisable PDF Form**

## 1. Copies

Standard practice is to provide two or three copies to the personal representative or proponent of the will. It is the responsibility of the personal representative or proponent to determine the number of copies needed.

## 2. Prepared by personal representative or proponent of will.

## 3. Attachments – none.

## 4. Preparation details – none.

NOTICE REGARDING ESTATE

No. .....1.....

Commonwealth of Virginia
VA. CODE § 64.2-508

ESTATE OF .....2.....

(who died on .....3.....)

.....4..... Circuit Court

.....5.....
CIRCUIT COURT CLERK'S MAILING ADDRESS

TO: .....6.....

The notice is mailed or delivered to you as required by law because the person who signed this notice has identified you as a spouse, heir at law or beneficiary under a will of the deceased person named above. This notice is to tell you that, in the circuit court clerk's office, listed above, either a personal representative has qualified or a proponent has probated the deceased person's will.

THIS NOTICE DOES NOT MEAN THAT YOU WILL RECEIVE ANY MONEY OR PROPERTY.

The name, address and telephone number of a personal representative or a proponent of the will is:

.....7.....

who is a person who may be able to provide more information regarding the deceased person's estate. The person sending this notice is a:

- [ ] personal representative who is handling the deceased person's estate. (See additional information below.)
[ ] proponent of the will.
[ ] person having an interest in the estate.

.....9.....
DATE

.....10.....
NAME

.....11.....
SIGNATURE

See NOTICE on Page Two.

**Data Elements, *page one***

1. Estate number assigned by the court.
2. Name of decedent.
3. Date of decedent's death.
4. Name of circuit court where will was probated.
5. Mailing address of court named in Data Element No. 4.
6. Name and address of spouse, heir at law or beneficiary named in the decedent's will.
7. Name, address and telephone number of personal representative or proponent of the will.
8. Check appropriate box for person sending this notice.
9. Date form completed.
10. Name of personal representative or proponent of will.
11. Signature of personal representative or proponent of will.

**NOTICE:** If personal representatives qualified on this estate, they are required by law to file an inventory with the commissioner of accounts within four months after they qualify in the clerk's office, to file an account within sixteen months of their qualification, and to file additional accounts within sixteen months from the date of their last account period until the estate is settled. If you make written request therefor to the personal representatives, they must mail copies of these documents (not including any supporting vouchers, but including a copy of the decedent's will) to you at the same time the inventory or account is filed with the commissioner of accounts unless (i) you would take only as an heir at law in a case where all of the decedent's probate estate is disposed of by will, or (ii) your gift has been satisfied in full before the time of such filing. Your written request may be made at any time; it may relate to one specific filing or to all filings to be made by the personal representative, but it will not be effective for filings made prior to its receipt by a personal representative. A copy of your request may be sent to the commissioner of accounts with whom the filings will be made. After the commissioner of accounts has completed work on an account filed by a personal representative, the commissioner files it and a report thereon in the clerk's office of the court wherein the personal representative qualified. If you make written request therefor to the commissioner before this filing, the commissioner must mail a copy of this report and any attachments (excluding the account) to you on or before the date that they are filed in the clerk's office.

The name and mailing address of the appropriate Commissioner of Accounts is:

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**Data Elements, *page two of two***

1. Name and mailing address of Commissioner of Accounts to whom the inventory and accounts will be submitted.