

John Barrett Chappell, Jr.; Clerk
Dinwiddie Circuit Court
P.O. Box 63
14008 Boydton Plank Road
Dinwiddie, VA 23841
804-469-4540

Appointment Date: _____

Appointment Time: _____

DINWIDDIE CIRCUIT COURT PROBATE APPOINTMENT CHECKLIST

PLEASE CALL TO SCHEDULE A PROBATE APPOINTMENT AND BRING THE FOLLOWING DOCUMENTS AND INFORMATION AS NECESSARY:

- Original Will and Codicil(s):** All dates should match and signatures should be notarized.
- Death Certificate of the Decedent:** Must be a certified copy with a raised seal. If a named executor or a bloodline heir that has first right to qualify *is deceased*, we will require a certified copy of his/her death certificate.
- Check or Cash for the Probate Fees:** The amount will be determined at the probate appointment and are due at the time of the appointment.
- A valid government issued photo identification must be presented. (e.g. driver's license, DMV personal identification card, U.S. military card)**
- List of Assets:** Determine the estimated dollar value of the assets held only in the decedent's name.
- Depositions/Waivers:** If the will or codicil is not self-proving (properly executed) or in some cases, if the will is holographic (handwritten), then depositions from witnesses and/or the notary are required. Waivers of qualification will need to be provided if an executor named in a will or codicil, or an heir that has the first right of qualification desires to waive his/her right to qualify as an executor or administrator. Please bring any waivers to the probate appointment. All forms must be NOTARIZED unless signed in the presence of a deputy clerk. The Clerk's Office has forms available, as needed.
- Bondsperson for Surety Bonds:** If it has been determined that surety is required on your fiduciary bond, it will be necessary for you to arrange for a bondsman to be present at your designated appointment. You may request a list of local bondspersons from the Clerk's Office to assist you in obtaining the bondsperson of your choice.