

# King George County, Virginia

JESSICA MATTINGLY, CLERK

PHONE: 540-775-3322



## *Clerk's Office*

KING GEORGE COUNTY CIRCUIT COURT  
10446 Government Center Blvd., Suite 271  
King George, Virginia 22485

Dear Family,

We extend our heartfelt condolences on the passing of your loved one on behalf of the **King George County Circuit Court**.

We understand that this is an incredibly difficult time and managing your loved one's estate may feel overwhelming. We are here to assist you in navigating the process of recording a **Last Will and Testament** and any other necessary steps to move forward. We can answer non-legal questions and provide guidance on preparing estate documents.

To help expedite the process of gathering the necessary information for our paperwork, we have a Probate Application for you to fill out and return along with a copy of the will, if any and a death certificate. The **original** will and death certificate will be **required** at the time of your appointment.

If you need any assistance, please don't hesitate to contact our office. You can reach out by calling or emailing [jmattingly@co.kinggeorge.state.va.us](mailto:jmattingly@co.kinggeorge.state.va.us).

Remember, we are dedicated to serving you and your family. You are not alone in this process, and we are committed to providing the support and assistance you need.

Sincerely,

A handwritten signature in blue ink that reads "Jessica Mattingly".

Jessica Mattingly  
Clerk of Circuit Court

Enclosure: Probate Application

## **KING GEORGE COUNTY CIRCUIT COURT** **APPLICATION FOR PROBATE APPOINTMENT**

\*\* Fees and taxes are due on the day of your appointment. Cash or check only.\*\*

You MUST return this application to the Probate Division BEFORE setting your appointment.  
Please INCLUDE a copy of the WILL and DEATH CERTIFICATE (bring originals to appointment once scheduled).

You may fax (540-775-5466), email ([jmattingly@co.kinggeorge.state.va.us](mailto:jmattingly@co.kinggeorge.state.va.us)) or mail  
(10446 Government Center Blvd Ste 271, King George, VA 22485) the information.

### **Applicant (Qualifying Person(s) Information)**

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Relationship to Decedent: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever declared bankruptcy: \_\_\_\_\_ Have you been convicted of a felony: \_\_\_\_\_

Do you suffer from a disability: \_\_\_\_\_ If so, please state: \_\_\_\_\_

### **Decedent Information**

Full Name of Decedent: \_\_\_\_\_

Place of Residence: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Will: Yes \_\_\_\_\_ No \_\_\_\_\_ Dated: \_\_\_\_\_ # of Pages: \_\_\_\_\_

### **Real Estate**

Provide all the addresses of real estate in the decedent's name.

1. \_\_\_\_\_ : jointly held yes \_\_\_\_\_ no \_\_\_\_\_
2. \_\_\_\_\_ : jointly held yes \_\_\_\_\_ no \_\_\_\_\_
3. \_\_\_\_\_ : jointly held yes \_\_\_\_\_ no \_\_\_\_\_

**Heirs at Law**

Heirs at law are next of kin (spouses, children birthed/fathered, parents, siblings, stepchildren, stepparent, etc.,) and do not necessarily inherit under the will. Also, please include any children known as a result of a previous marriage/relationship.

**Law requires the full name, ages, and complete addresses of the heirs.**  
(Feel free to attach a typed list or attach any additional heirs that do not fit here.)

1. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_
2. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_
3. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_
4. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_
5. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_
6. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_
7. Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to Decedent: \_\_\_\_\_

### Assets of the Decedent

List all assets in decedents name only (eg. bank accounts, stocks, cars, etc.) Do not list account/policies with "survivorship, payable on death" or "beneficiary."

Did the Deceased own any of the following IN THEIR NAME ONLY? If there is another person's name on the account a beneficiary or a payable on death listed. DO NOT INCLUDE IT.

Type	Yes	No	If yes, Value?
Checking Account(s)			
Savings Account(s)			
Stocks			
Bonds			
Investment Account			
Savings Bond(s)			
Mutual Fund			
Money Market Account			
Certificate of Deposit			
Notes Receivable			
Accounts Receivable			
Pension Income			
Annuity			
Trust Income			
Other Sureties, etc.			
Miscellaneous, cash			

**Total:** \_\_\_\_\_

**VEHICLES:** Was the deceased the SOLE OWNER of any automobiles, boats, trailers, or other similar vehicles? Yes \_\_\_\_ No \_\_\_\_ If yes, what is the total estimated value of the vehicles/items? \_\_\_\_\_

**Insurance:** Did the deceased have any life insurance? Yes \_\_\_\_ No \_\_\_\_ If yes, who is the beneficiary of the policy? \_\_\_\_\_

If the insurance is payable to the decedent's estate, what is the death benefit payment? \_\_\_\_\_

**Personal Effects:** Estimated value of household furnishings & personal effects: \_\_\_\_\_

**Other:** Did the deceased have any interest in any other estate or trust which had not been distributed to him/her prior to death? Yes \_\_\_\_ No \_\_\_\_ If yes, what is the value of the interest? \_\_\_\_\_

**Business Interest:** If the deceased was engaged in business as a sole proprietor, partner, limited partner or corporate partner, the value of the business interest may be included in the estate. If you are unsure about the value or if it should be included in the estate value, we advise you to seek the advice of an attorney.

**\*\*\*ADD ALL THE TOTALS** from the previous sections for the estimated value of the personal property portion of the estate. This is the first value that you need to provide to our office when calling for an appointment.

**Personal Property Estimated Value =** \_\_\_\_\_

Our office provides this page as a guide to help to determine the estimated estate value and it should only be used as such. This is not a legal document and may not include values that are needed. If you have any questions or need help determining the value beyond this guide, we suggest you seek the advice of an attorney.