

The decedent is survived by – (please check appropriate boxes)

- a. Spouse No spouse. Check appropriate box and go to b.
- b. Children. If so, stop here; if not, go to c.
- c. Grandchildren. If so, stop here; if not, go to d.
- d. Parents. If so, stop here; if not, go to e.
- e. Brothers and/or Sisters. If so, stop here; if not, go to f.
- f. Nieces and/or Nephews. If so, stop here; if not, go to g.
- g. Uncles and/or Aunts. If so, stop here; if not, go to h.
- h. First cousins. If so, stop here; if not, go to i.
- i. Grandparents. If so, stop here; if not, go to j.
- j. Other heirs. If none, go to k.
- k. Notify Office of the Corporation Counsel, Special Litigation Section.
Washington, D.C. 20001

Indicate, when applicable, grandchildren and nieces and nephews by family groups, by showing the name of their deceased parent who was related to the decedent.

LIST OF INTERESTED PERSONS must include names of heirs if decedent died intestate; heirs and legatees, including trustees and all named personal representatives if the decedent died testate. Refer to D.C. Code §19-301 through 312 and §20-101(d)(l). Add additional sheets, if needed.

<u>Name of Heir/Legatee</u>	<u>Address</u>	<u>Relationship</u>	<u>*(Age, if under 18)</u>
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* If under age or otherwise legally disabled, also list guardians or custodians pursuant to D.C. Code §20-101(d)(A)

WITNESSES TO WILLS/CODICILS (Names)

Character, Location and Estimated Value of Property titled in decedent's name:

Estimated Value

Real Property located in the District of Columbia and other jurisdictions

Total \$

Personal Property located in the District of Columbia and other jurisdictions

Total \$

Debts, Funeral Expenses, Inheritance Taxes

Debts secured:

Total \$

Debts unsecured:

Total \$

Funeral Expenses:

Paid by

name

Total \$

Unpaid

Total \$

Inheritance taxes (If the decedent died prior to April 1, 1987)

Only on personal property under control of personal representative

Total \$

WHEREFORE, the petitioner prays for appointment as personal representative of the decedent's estate and that the will dated
and codicil(s) dated
to be admitted to probate and record, and that the additional relief be granted:

DECLARATION OF PETITIONER

I do solemnly declare and affirm under the penalty of law that the contents of the foregoing petition are true and correct to the best of my knowledge, information and belief.

Signature of Petitioner (Tel. No.) _____
Signature of Petitioner (Tel. No.)

ACCEPTANCE AND CONSENT OF EACH PERSONAL REPRESENTATIVE

I do hereby accept the duties of the office of personal representative of the estate of
deceased, and consent to personal jurisdiction in any action
brought in the District of Columbia against me as personal representative or arising out of the duties of the office of personal
representative pursuant to D.C. Code §20-501.

Signature of Petitioner _____
Signature of Petitioner

POWER OF ATTORNEY

To be executed By Each Non-resident Personal Representative

Pursuant to D.C. Code §20-303(b)(7), I do hereby irrevocably appoint the Register and Successors in office as the person upon whom all notices and process issued by a competent court in the District of Columbia may be served with the same effect as personal service in relation to all suits or matters pertaining to the estate in which the letters are to issue.

(Name) (Address)

(Name) (Address)

Superior Court of the District of Columbia
Probate Division
Washington, D.C. 20001

Small Estate of:

Deceased

Administration No.

S.E.

FINAL ORDER

Upon consideration of the foregoing petition of
and it appearing to the satisfaction of the Court that publication against creditors and other interested
persons has been completed, and no objections having been filed, it is by the Court this
day of

ORDERED:

1. That all persons, firms, or corporations having possession of the personal and/or real property
of said decedent as set forth in the following petition are hereby authorized to pay over, transfer and deliver
the same to

2. That the Personal Representative shall pay to the following named creditors of the estate the
sums of money set forth herein: TOTAL PERSONAL ASSETS: \$

Name of Creditors
REGISTER OF WILLS

Amount Allowed by the Court

Assets: \$

Debts: \$

Balance for Distribution:

2. That the Personal Representative is directed to pay over and distribute the remaining balance
of said estate to the (Heirs at law) (Legatees) as follows:

Judge

In Re: Small Estate of

Deceased

Administration No.

S.E.

STATEMENT OF CLAIMS

The Notice to Creditors and all interested persons has been duly published in the
as shown by the attached Affidavit of Publication; the time for filing has
expired; funeral expenses in the amount of \$ have been paid, and all creditors
now known to the undersigned, including contingent and disputed claims are as follows:

<u>Name of Creditor</u>	<u>Nature of Claim</u>	<u>Amount</u>
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I do solemnly declare and affirm under penalty of law that the contents of the foregoing document
are true to the best of my knowledge, information and belief.

Personal Representative

**Superior Court of the District of Columbia
PROBATE DIVISION**

ADMINISTRATION NO.

S.E.

Name of Decedent

Notice of Appointment, Notice to Creditors and Notice to Unknown Heirs

, whose address(es) (is/are)

(was/were) appointed Personal Representative(s) of the estate of

, who died on _____, (with/without) a Will. All
unknown heirs and heirs whose whereabouts are unknown shall enter their appearance in this proceeding.
Objections to such appointment (or to the probate of decedent's Will) shall be filed with the Register of

Wills, D.C., 500 Indiana Avenue, N.W., Washington, D.C. 20001, on or before _____
Claims against the decedent shall be presented to the undersigned with a copy to the Register of Wills or

to the Register of Wills with a copy to the undersigned, on or before _____, or
be forever barred. Persons believed to be heirs or legatees of the decedent who do not receive a copy of
this notice by mail within 25 days of its publication shall so inform the Register of Wills, including name,
address and relationship.

To be signed by Personal Representative (s)

Name of Newspaper

TRUE TEST COPY

REGISTER OF WILLS

GENERAL INFORMATION CONCERNING SMALL ESTATES

The small estate procedure is used when assets in the decedent's name alone or as tenants in common have a gross value of \$15,000.00 or less.

To start the procedure to become the personal representative of a small estate, it is necessary to file a Petition for Administration of Small Estate. *See – General Instructions for Completing Petition for Administration of Small Estate.*

The person appointed personal representative holds an important office, and has the responsibility of ensuring that all assets are collected and all debts paid. The decedent's assets must be held separately from those of the person appointed personal representative, who must keep accurate records of all estate expenses and payments, which must be accounted for before the estate can be closed.

If the decedent owned tangible personal property, such as furnishings, automobiles, jewelry, etc., having an estimated value of more than \$1,000, the Court Appraisers must be contacted to appraise the property.

Once the Register of Wills determines, through examination of the petition, that a personal representative should be appointed, the Court appoints the personal representative and issues an order to that effect.

The Court's order appoints the personal representative of the small estate, directs the immediate payment of the allowable funeral expenses and the family allowance, directs the sale of property if necessary to satisfy funeral expenses and the family allowance, and if it appears that there will be any property remaining after payment of funeral expenses and there is no family allowance payable, admits the will, if any, to probate and may direct that notice be given. Notice is required when the assets are more than \$1,500.00, and there is no spouse or minor children, and/or real estate located in a jurisdiction other than the District of Columbia.

If notice is required, the Register of Wills places the Notice of Appointment once, in a newspaper of general circulation selected by the personal representative. The Notice states that the estate is being administered as a small estate, announces the name of the personal representative, and instructs those who object to the appointment to file an objection. Said notice is mailed by the small estate specialist to all interested persons.

The Notice also serves as a notice to creditors who may have claims against the decedent's assets. The personal representative must also make diligent efforts to locate each creditor, and must mail a copy of the notice of appointment to ALL KNOWN creditors of the decedent, by registered or certified mail, return receipt requested.

(continue on reverse side)

After the publication occurs and payment is made, the newspaper sends to the personal representative, a “proof” (affidavit) of the publication. The proof is returned by the personal representative to the small estate specialist in the Office of the Register of Wills for filing in the estate file.

MOTOR VEHICLES. If the only personal property of a decedent consists of up to two motor vehicles, of whatever value, titled in the District of Columbia, it is not necessary to open a small estate. Transfer can take place at the Department of Motor Vehicles pursuant to D.C. Code §20-357 (1981 ed.).

COMPENSATION. Persons appointed to be personal representative are not entitled to compensation for acting as such. Counsel may not be awarded compensation unless extraordinary circumstances are shown.

FORMS. The forms for opening a small estate are available at the Office of the Register of Wills, Small Estates Branch, and must be typewritten. Photocopies of the petition are not acceptable for filing.