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PETITION FOR LETTERS OF ADMINISTRATION INSTRUCTIONS

I. Specific Instructions

1. This form is to be used for a petition for letters of administration pursuant to O.C.G.A. §53-6-20, et seq.
2. Use of this form is permissible, but not mandatory, in connection with a petition for appointment of a successor administrator, pursuant to O.C.G.A. §53-6-21(b). Appropriate interlineations must be made, and additional information must be given concerning the identity of the previous administrator, the reason for the vacancy in the office, and the date the office became vacant.
3. With respect to the conditions under which the judge may, pursuant to O.C.G.A. § 53-7-1(b), waive bond and/or grant certain powers contained in O.C.G.A. §53-12-261, please note:
 - (a) All of the heirs must consent, and
 - (b) Notice must be published.
4. O.C.G.A. §53-11-2 provides a party to a probate court proceeding concerning a decedent's estate who is unborn or unknown or is not sui juris must be represented by a guardian. However the court may appoint a guardian ad litem or determine that the natural guardian, guardian of the person, conservator, or testamentary guardian who has no conflict may serve as guardian ad litem. (See GPCSF 16). For purposes of the consent described in paragraph 3 above, with respect to any heir who is not sui juris, such consent may be given by such guardian. The personal representative of a deceased heir is authorized to consent on behalf of that heir. **Guardian Ad Litem Fee, if applicable, \$50.**
5. Paragraph 3 requires that a definitive statement be made to show that the list in Paragraph 2 includes each and every heir of the decedent, and sufficient factual information to enable the court to conclude that there are no heirs of the same or closer degree according to O.C.G.A. §53-2-1. Provide the date of death for any deceased heirs. NOTE: If you are uncertain how to determine the heirs of a decedent, please refer to the "Heirs Determination Sheet" available from the probate court or at www.gaprobate.org. Examples of such statement would be: (a) "decedent was or was not married at the time of his death and had no children born, adopted, living or deceased, other than listed herein"; (b) "decedent had no other siblings half or whole other than those listed herein"; (c) "the decedent's brother who died previously, had no other children born, adopted, living or deceased, other than listed herein."
6. According to Probate Court Rule 5.6 (A), unless the court specifically assumes the responsibility, it is the responsibility of the moving party to prepare the proper citation and deliver it properly so it may be served according to law. All pages after page 8 are to be completed by the moving party, unless otherwise directed by the court.

II. General Instructions

General instructions applicable to all Georgia probate court standard forms are available in each probate court, labeled GPCSF 1.

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

PETITION FOR LETTERS OF ADMINISTRATION

The petition of _____,
whose residence(s) is/are _____,
and whose mailing address(es) is/are _____
shows:

1.

_____)
First Middle Last Name
whose domicile was _____)
Street City County State

departed this life on _____, 20____, intestate (died without a valid Last Will and Testament).

2.

Listed below are the names of all the decedent's heirs with the age or majority status, address, and relationship to decedent set opposite the name of each:

Name	Age (or over 18)	Address	Relationship

3.

Required: Make a definitive statement with sufficient factual information to enable the court to conclude that all of the heirs of the decedent are included and that there are no heirs of similar or higher degree according to O.C.G.A. §53-2-1. Provide the names of any deceased heirs and include the date of death for each. (See instructions for further clarification.) Also, state here all pertinent facts which may govern the method of giving notice to any party and which may determine whether or not a guardian ad litem should be appointed for any party. Indicate the deceased ancestor through whom an heir is related to the decedent, when applicable.

4.

Under the law, it is necessary that said estate be administered and

should be appointed Administrator(s) by reason of:
(initial one)

- _____ a. being unanimously selected by all the heirs. (This alternative does not apply if the surviving spouse is the sole heir and an action for divorce or separate maintenance was pending at the time of decedent's death.)
- _____ b. being the surviving spouse where no action for divorce or separate maintenance was pending at the time of decedent's death.
- _____ c. being (an) heir(s) and not the surviving spouse.
- _____ d. having been selected by a majority in interest of the heirs.
- _____ e. being (an) eligible person(s) as defined by O.C.G.A. §53-6-1.
- _____ f. being (a) creditor(s) of the decedent (evidence of the indebtedness is attached).
- _____ g. being the county administrator.

5.

To the knowledge of the petitioner(s), no other proceedings with respect to this estate are pending, or have been completed, in any other probate court in this or any other state.

6.

The decedent passed leaving an estate of real property located in _____ County(ies), Georgia (please list real property that is located in another state and/or country) having a total fair market value of approximately \$_____ and personal property as follows (provide approximate value):

- a. cash/bank accounts/certificates of deposit \$ _____
- b. stocks/bonds/brokerage accounts \$ _____
- c. other assets of significant value (list) \$ _____

APPROXIMATE TOTAL \$ _____

7.

(Petitioner(s) MUST initial one):

- _____ A. All heirs have consented to the waiver of bond and/or grant of certain powers contained in O.C.G.A. §53-12-261 to the Administrator(s). Therefore, the Petitioner(s) hereby move(s) the Court to publish notice of the filing of the Petition and tender(s) with this Petition publication fees. **This only applies if all heirs have properly selected, acknowledged and consented to this option.**
- _____ B. The identities and/or addresses of all heirs are not known. Therefore, the Petitioner(s) hereby move(s) the Court to publish notice of the filing of the Petition, and tender(s) with this Petition publication fees.
- _____ C. Notice of this Petition need not be published because the Petitioner(s) has/have listed all heirs at law and their addresses, and Petitioner(s) is/are not requesting a waiver of bond, inventory and returns, or the grant of powers contained in O.C.G.A. § 53-12-261.

8.

Additional Data: Where full particulars are lacking, state here the reasons for any such omission.

WHEREFORE, Petitioner(s) pray(s) that:

1. service be perfected; and
2. that if no good cause is shown to the contrary, _____
be appointed Administrator(s) of the estate of said decedent.

Signature of First Petitioner

Signature of Second Petitioner, if any

Printed Name

Printed Name

Address

Address

Telephone Number

Telephone Number

Signature of Attorney: _____

Typed/printed name of Attorney: _____

Address: _____

Telephone: _____ State Bar # _____

VERIFICATION

GEORGIA, HENRY COUNTY

Personally appeared before me the undersigned Petitioner(s) who, after being duly sworn, state(s) that the facts set forth in the foregoing petition (and the attached exhibits) are true.

Sworn to and subscribed before
me this _____ day of _____, 20____.

Signature of First Petitioner

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Printed Name of First Petitioner

Sworn to and subscribed before
me this _____ day of _____, 20____.

Signature of Second Petitioner

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Printed Name of Second Petitioner

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

**SELECTION BY HEIRS
(AND CONSENT OF HEIRS TO WAIVER OF BOND
AND/OR GRANT OF CERTAIN POWERS)
(make a separate page of this form for each heir consenting)**

I, being an heir of the above decedent, and being sui juris (of age and sound mind), do hereby acknowledge service, **waive all further notice**, and select _____ to act as Administrator(s) of the above styled estate. If so indicated below, I hereby consent for the Administrator(s) to be granted the additional powers contained in (a), (b) and/or (c) below.

_____ a. (optional; initial if applicable **TO WAIVE REPORTS**) The Personal Representative is required by law to file reports (Inventory and Returns) and provide a copy to each interested party. By initialing here I agree that the Personal Representative should not be required to file any reports.

_____ b. (optional; initial if applicable **TO WAIVE BOND**) The Personal Representative is required by law to post a bond as the court deems necessary. By initialing here I agree that the Personal Representative should not be required to post a bond.

_____ c. (optional; initial if applicable **TO GRANT POWERS**) The Personal Representative is required by law to file a petition for leave to sell and obtain other approval by the court for various acts. By initialing here I agree that the Personal Representative should be awarded all of the powers contained in O.C.G.A. §53-12-261.

Sworn to and subscribed before me this ____ day of _____, 20____.

SIGNATURE OF HEIR

PRINTED NAME

NOTARY/CLERK OF PROBATE COURT

My Commission Expires _____

NOTICE:

THE FOLLOWING PAGES ARE TO BE COMPLETED BY THE PETITIONER (MOVING PARTY) UNLESS OTHERWISE DIRECTED BY THE COURT.

SEE PROBATE COURT RULE 5.6 (A).

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

**PETITION FOR LETTERS OF ADMINISTRATION
ORDER FOR SERVICE OF NOTICE**

____ a. Since the heirs have not made a unanimous selection;

IT IS ORDERED that notice be issued and served upon each heir who did not acknowledge service. Notice of this petition shall be mailed by first-class mail to each heir with a known address at least 13 days prior to the date on or before which any objection is required to be filed. If there is any heir whose current address is unknown, notice shall be published once a week for four weeks prior to the date for which any objection must be filed.

____ b. Since the heirs have made a unanimous selection, and the Petitioner(s) has/have requested the waiver of bond and/or grant of certain powers,

IT IS ORDERED that notice shall be published once each week for four weeks prior to the week which includes the date on or before which any objection must be filed.

SO ORDERED this _____ day of _____, 20____.

Probate Judge

**PROBATE COURT OF HENRY COUNTY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

NOTICE

NOTE: Strike the sentence in parenthesis below if not applicable.

TO: WHOM IT MAY CONCERN:

_____)
has petitioned (for _____)
to be appointed Administrator(s) of the estate of _____
deceased, of said County. (The Petitioner has also applied for waiver of bond and/or grant of
certain powers contained in O.C.G.A. §53-12-261.) All interested parties are hereby notified to
show cause why said petition should not be granted. All objections to the petition must be in
writing, setting forth the grounds of any such objections, and must be filed with the court on or
before _____, 20___. All pleadings/objections must be signed under oath before a
notary public or before a probate court clerk, and filing fees must be tendered with your
pleadings/objections, unless you qualify to file as an indigent party. Contact probate court
personnel for the required amount of filing fees. If any objections are filed, a hearing will be
scheduled at a later date. If no objections are filed, the petition may be granted without a
hearing.

**KELLEY S. POWELL
PROBATE JUDGE**

By: _____
PROBATE CLERK/DEPUTY CLERK

**99 SIMS STREET
MCDONOUGH, GA 30253**

**770-288-7600
TELEPHONE NUMBER**

PUBLICATION DATES:

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

ORDER FOR APPOINTMENT OF GUARDIAN AD LITEM

IT IS ORDERED that _____

is appointed guardian ad litem for _____
(minor)(unborn heir)(and the unknown heir), and that said guardian ad litem be duly served with a copy of the foregoing Notice, petition, and this order, and that upon said guardian ad litem's acceptance of same, said guardian ad litem shall make answer hereto. This appointment is limited to this proceeding only and it shall cease when a final order is entered on this petition.

SO ORDERED this _____ day of _____, 20____.

Probate Judge

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
)
 DECEASED)

ANSWER OF GUARDIAN AD LITEM

I hereby accept the foregoing appointment, acknowledge service and notice of the proceedings as provided by law, and for answer say:

This _____ day of _____, 20____.

Signature of Guardian Ad Litem (GAL): _____

Typed/printed name of GAL: _____

Address: _____

Telephone: _____

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

CERTIFICATE OF SERVICE

I certify that I have on this date mailed, unless otherwise noted, in an envelope with the proper postage affixed thereto for first-class mail delivery a copy of the Petition including any attached exhibits and the notice to the following parties:

This _____ day of _____, 20____.

CLERK OF THE PROBATE COURT

99 SIMS STREET
MCDONOUGH, GA 30253

770-288-7600
TELEPHONE NUMBER

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

ORDER APPOINTING PERSONAL REPRESENTATIVE

A petition having been filed for Letters of Administration on the above styled estate; service and/or publication having been perfected according to law; venue having been shown to lie in this court; the decedent having died intestate;

_____ having been shown to be lawfully qualified to be appointed as administrator(s); and no objection having been offered;

IT IS ORDERED AND ADJUDGED that the person(s) named above to be qualified for such office be, and is/are hereby, appointed Administrator(s) of the estate of said decedent, and that appropriate Letters be issued upon said Administrator(s) (giving bond with approved surety in the sum of \$ _____ and) taking the oath as provided by law. The Administrator(s) shall not make any distribution to a person for the benefit of a minor unless that person is qualified to receive such funds according to law.

IT IS FURTHER ORDERED that upon unanimous consent and publication of notice as necessary, the Court hereby: (Initial if applicable.)

- _____ (a) **REPORTS WAIVED:** Grants to the Administrator(s) the power to serve without making and filing inventory, and without filing any annual or other returns or reports to any court; but the fiduciary(ies) shall furnish to the heirs, at least annually, a statement of receipts and disbursements.
- _____ (b) **BOND WAIVED:** Waives the requirement to post bond.
- _____ (c) **POWERS GRANTED:** Grants to the Administrator(s) the powers contained in O.C.G.A. §53-12-261 not included in (a) above.

SO ORDERED this _____ day of _____, 20_____.

Probate Judge

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

OATH OF ADMINISTRATOR

Georgia, _____ County

I do solemnly swear or affirm that _____,
deceased, died intestate, so far as I know or believe, and that I will well and truly administer all
the estate of the decedent, and disburse the same as the law requires, and discharge to the best of
my ability all my duties as Administrator. So help me God.

Sworn to and subscribed before
me this _____ day of _____, 20__.

Signature of Administrator

CLERK OF PROBATE COURT

Printed Name of Administrator

Sworn to and subscribed before
me this _____ day of _____, 20__.

Signature of Administrator

CLERK OF PROBATE COURT

Printed Name of Administrator

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
DECEASED)

LETTERS OF ADMINISTRATION
(Bond Waived and/or Certain Powers Granted at Time of Appointment)

WHEREAS, _____ died intestate
(initial one:)

_____ domiciled in this County;

_____ not domiciled in this State, but owning property in this County;

and this Court granted an order appointing _____
as Administrator(s) of the estate of said decedent, on condition that said Administrator(s) give(s)
oath as required by law; and the said Administrator(s) having complied with said condition; the
Court hereby grants unto said Administrator(s) full power to collect the assets of said decedent,
and to pay the debts of said estate, so far as such assets will extend, according to law, and then to
pay over the balance, if any, to the heirs of said decedent, and to do and perform all other duties
as such Administrator(s), according to the laws of this State. In addition, this Court:

(Initial all which apply:)

- _____ (a) **REPORTS WAIVED:** Grants to the Administrator(s) the power to serve
without making and filing inventory, and without filing any annual or
other returns or reports to any court; but the fiduciary(ies) shall furnish to
the heirs, at least annually, a statement of receipts and disbursements.
- _____ (b) **BOND WAIVED:** Waives the requirement to post bond.
- _____ (c) **POWERS GRANTED:** Grants to the Administrator(s) the powers
contained in O.C.G.A. §53-12-261 not included in (a) above.

IN TESTIMONY WHEREOF, I have hereunto affixed my signature as Judge of the
Probate Court of said County and the seal of this office this _____ day of _____, 20____.

KELLEY S. POWELL
Judge of the Probate Court

NOTE: The following must be signed if the
judge does not sign the original of this document:

Issued by:

Clerk, Probate Court (Seal)

INSTRUCTIONS

1. Unless inventory has been waived, an inventory of the estate must be filed with this Court by the Administrator within six (6) months after these letters are issued and a copy of that inventory must be delivered to the heirs by first-class mail within the same period.
2. Within sixty (60) days after these letters are issued, notice must be given once a week for four (4) weeks by advertisement in the newspaper in this County in which sheriff's notices are published, requiring creditors of the estate to render in their demands and requiring debtors to make payment.
3. Unless returns have been waived, or a different accounting period has been approved, within sixty (60) days after the anniversary date of issuance of these letters, in each and every year, every Administrator must make a just and true account, under oath, of his receipts and expenditures on behalf of the estate during the preceding year, together with a note or memorandum of any other fact necessary to the exhibition of the true condition of the estate. The vouchers showing the correctness of each item must be retained by the Administrator.
4. The Administrator is allowed six (6) months from the date of his qualification to ascertain the condition of the estate, during which he is exempt from suit. He should collect all debts due the estate, and pay the debts of the estate, wholly or in part, at the end of the six-month period. Payment of the debts of the decedent shall be made in accordance with their rank in priority as provided in O.C.G.A. §53-7-40.
5. The Administrator may continue the business of the estate for the current year without a court order.
6. The normal commissions allowed the Administrator are two and one-half percent (2.5%) of all sums of money received, and a like commission on all sums of money paid out. In addition, upon petition, the Judge of the Probate Court may allow a commission of up to three percent (3%) of the value of all property distributed in kind. There are special rules concerning commissions on interest earned and extra compensation.
7. After the payment of all expenses of administration and other debts, the balance of the estate shall be promptly distributed to the heirs. The Administrator must then make a final return, showing the receipts and disbursements since the last annual accounting, unless returns have been waived.

For further information see O.C.G.A. Title 53, Chapters 6 & 7.

**IN THE PROBATE COURT
COUNTY OF HENRY
STATE OF GEORGIA**

IN RE: ESTATE OF _____)
)
) **ESTATE NO.** _____
)
DECEASED)

LETTERS OF ADMINISTRATION
(Bond, Inventory and Returns Required)

WHEREAS, _____
died intestate

(Initial one:)

_____ domiciled in this County;
_____ not domiciled in this State, but owning property in this County;

and this Court granted an order appointing

_____ as Administrator(s) of the estate of said decedent, on condition that said Administrator(s) give bond and security and give oath as required by law; and the said Administrator(s) having complied with said conditions; the Court hereby grants unto said Administrator(s) full power to collect the assets of said decedent, and to pay the debts of said estate, so far as such assets will extend, according to law, and then to pay over the balance, if any, to the legal heirs of said decedent, and to do and perform all other duties as such Administrator(s), according to the laws of this State.

IN TESTIMONY WHEREOF, I have hereunto affixed my signature as Judge of the Probate Court of said County and the seal of this office this _____ day of _____, 20__.

KELLEY S. POWELL
Judge of the Probate Court

NOTE: The following must be signed if the judge does not sign the original of this document:

Issued by:

_____ (Seal)
Clerk, Probate Court

INSTRUCTIONS

1. An inventory of the estate must be filed with this Court by the Administrator within six (6) months after these letters are issued, and, subject to Instruction 8. below, a copy of that inventory must be delivered to the sui juris heirs by first-class mail within the same period.
2. Within sixty (60) days after these letters are issued, notice must be given once a week for four (4) weeks by advertisement in the newspaper in this County in which sheriff's notices are published, requiring creditors of the estate to render in their demands.
3. Unless a different accounting period has been approved, within sixty (60) days after the anniversary date of issuance of these letters, in each and every year, every Administrator must make a just and true account, under oath, of his receipts and expenditures on behalf of the estate during the preceding year, together with a note or memorandum of any other fact necessary to the exhibition of the true condition of the estate. The vouchers showing the correctness of each item must be retained by the Administrator. Subject to Instruction 8. below, a copy of each such return must be delivered to the sui juris heirs by first-class mail within the same period.
4. The Administrator is allowed six (6) months from the date of his qualification to ascertain the condition of the estate, during which he is exempt from suit. He should collect all debts due the estate, and pay the debts of the estate, wholly or in part, at the end of the six-month period. Payment of the debts of the decedent shall be made in accordance with their rank in priority as provided in O.C.G.A. §53-7-40.
5. The Administrator may continue the business of his intestate for the current year without a court order.
6. The normal commissions allowed the Administrator are two and one-half percent (2.5%) of all sums of money received, and a like commission on all sums of money paid out. In addition, the Judge of the Probate Court may allow a commission of up to three percent (3%) of the value of all property distributed in kind. There are special rules concerning commissions on interest earned and extra compensation.
7. After the payment of all expenses of administration and other debts, the balance of the estate shall be promptly distributed to the heirs. The Administrator must then make a final return, showing the receipts and disbursements since the last annual accounting. Subject to Instruction 8. below, a copy of the final return must be delivered to the sui juris heirs by first-class mail at the time of filing same.
8. It shall not be necessary for the Administrator to mail copies of any annual returns or the final return to any heir or beneficiary who has individually waived in writing the right to receive copies of same unless and until such waiver is revoked in writing.
9. For further information see O.C.G.A. Title 53, Chapters 6 & 7.