

HON. WILLIAM D. GARDNER
Clerk of Court

CRISTIE M. CUTHRELL
Chief Deputy Clerk



MELISSA R. STEELE, *Deputy Clerk*
ERIN E. RAMOS, *Deputy Clerk*
MARY P. STOVER, *Deputy Clerk*
AMANDA N. PUTPRUSH, *Deputy Clerk*
ANNE W. SCHROTH, *Deputy Clerk*
SAMUEL A. IDEN, *Deputy Clerk*

WINCHESTER CIRCUIT COURT

FREDERICK-WINCHESTER JUDICIAL CENTER
5 NORTH KENT STREET
WINCHESTER, VIRGINIA 22601
(540) 667-5770
www.winfredclerk.com

CHECKLIST:

Items to Bring to Your Probate Appointment

- Original Will & Codicils, if applicable.** These will be retained by the Clerk.
- Certified copy of the Death Certificate.** This will NOT be returned.
- Approximate value of any solely held asset(s).** Worksheet Attached.
- Names, ages & addresses of the heirs-at-law.** Heirs at law are the decedent's closest relatives; they may be different than the Will's beneficiaries. Worksheet Attached.
- Valid Photo Identification.**
- Payment in the form of Cash, Check, Visa or MasterCard for Probate tax & fees.** There is a 4% service fee for each credit card transaction.
- If you need to serve as the personal representative of the estate and you are not a Virginia resident, please bring a Virginia resident with you.**
- If the decedent died in a nursing home, please bring the address of the decedent's residence prior to entering the nursing home.**
- Winchester Circuit Court Assets of the Estate Worksheet**