

If There Is A Will:

- Is The Will Signed?
- Is The Will Dated?
- Is The Will Witnessed by at least 2 people?
- Is The Will Notarized?
- Does the Will indicate an Executor/Executrix and if they can serve without Bond?

If There Is NO Will:

- Heirs must sign an Affidavit appointing who they want to be Administrator
- The appointed administrator must have an individual to go Bond for them. This person must pay real estate tax in Barbour County or if they pay real estate tax in another county – they must go to that county clerk for a Justification of Surety. The person going Bond must be present at the time of the Appointment to sign the Bond Book! This means....if the appointed person does not do the work on the Estate, the person going Bond will step up and do the Estate!
- If the person being appointed lives out-of-state, they will need to be “Double Bonded” through a bonding or insurance company.

TOTAL OF 3 APPOINTMENTS:

1. **Appointment**: Need names, addresses and phone numbers of all heirs;
2. **Appraisalment**: Will not be able to file Final Settlement until 63 days from publishing date of Appraisalment;
3. **Final Settlement**: Can file if there are no active claims against the estate and if the funeral home bill is paid in full. Must have a copy of invoice showing a zero balance on the funeral at the time of recording the final settlement. Once recorded, will hold for 10 days and will be presented to the Barbour County Commissioners on the next Commission date for final approval.