

**BARBOUR COUNTY COMMISSION FIDUCIARY COMMISSIONER NEEDED**

BARBOUR COUNTY ESTATES

EXCEEDING \$200,000- REQUIRE FIDUCIARY SIGNATURE

SEND LETTER OF INTEREST TO BARBOUR COUNTY CLERK

[laustin@barbourcountywv.org](mailto:laustin@barbourcountywv.org)

TRAINING TO BE HELD JUNE 27<sup>TH</sup> AT MORGANTOWN

PRE-REGISTRATION IS REQUIRED BY JUNE 7<sup>TH</sup> – NO FEE

(SEE BARBOUR COUNTY COMMISSION SITE-UNDER

BARBOUR COUNTY CLERK- DOCUMENTS FOR MORE INFORMATION)

LAURIE L AUSTIN, CLERK



John B. McCuskey  
State Auditor

# State Auditor's Required Annual In-Service Training for County Clerks and Deputies June 25 – 28, 2024

Morgantown Marriott, Two Waterfront Place, Morgantown, West Virginia 26501

Pursuant to West Virginia Code §7-7-2, State Auditor John B. McCuskey is pleased to extend an invitation to the Required Annual In-Service Training for County Clerks and Deputies at the Morgantown Marriott, Two Waterfront Place, Morgantown, West Virginia on **June 25 – 28, 2024**. Also, individuals with fiduciary responsibilities are offered a half-day of training on **Thursday, June 27**, beginning at **1:00 p.m.** We look forward to offering this opportunity for meaningful interaction with local governmental leaders. *We are updating the agenda and will publish it on our website soon!*

**Registration Options:** 1. County Government (Clerks, Deputies & Staff) – June 25-28 | **Fee: \$325/per person**

2. Vendor Registration – June 25-28 | **Fee: \$325/per person**

• Space includes a table/chair. Setup begins on June 25 at 12:30 p.m. *Breakdown: As needed*

3. Fiduciary Session Only: 1:00 p.m. - 4:15 p.m. – June 27 | **Fee: No Charge**

• Registration for the Fiduciary Session is free; however, **pre-registration** is required. Upon arrival, go to the registration desk to pick up your credentials and session materials.

*Note: You do not need to register again if you registered for the full seminar (June 25-28)*

**Deadline  
To Register:  
June 7**

## HOW TO REGISTER:

1. Visit the WV State Auditor's Office Website - <https://www.wvsao.gov/meetings>

2. From the drop-down menu, select "**County Clerks and Deputies**"

3. Scroll down to locate **REGISTRATION OPTIONS** and choose one registration type **only**.

4. Links **#1** and **#2** direct you to a secure registration area to **first** add the participant information. At the bottom of this page you will see "*Please select one of the options below*" **Select: County Government Employees or Vendor Registration.**

Select the green **pay** button to advance to the next screen.

5. Secure Payment Screen: Enter the information associated with the credit card. ✓ Checkmark the box indicating the billing statement will say **WV AUDITOR**. Enter the credit card information, and select the blue **pay** button to submit payment.

6. To register for **Fiduciary Session Only**, choose registration option **#3**. Complete participant information and questions.

*Note: You do not need to register again if you registered for the full seminar (June 25-28) and paid the \$325 registration fee.*

**Guest Registration:** To ensure adequate seating in the dining area, ID Badges are required for guests attending with a registered participant. Contact the State Auditor's Office at [Events@wvsao.gov](mailto:Events@wvsao.gov) to request a **Guest Registration Form** before the **June 7** deadline. Guests attending any training sessions **must** be registered for the full fee.

**On-Site Information:** **Tuesday, June 25, 1:00 p.m. - 5:00 p.m.** Stop by the registration desk to pick up your seminar materials and visit the Vendor Hall. **Dress Code:** Business Casual

**Credentials:** Your ID badge must be visible during the meeting. Guests accompanying you must also have a badge to access event areas. *Please do not invite non-registered, non-credentialed individuals to attend meals or events.*

**Cancellation Policy:** Once you register, we are financially responsible for your expenses even if you do not attend. A written notice is required via Fax to **304-340-5080**, or email [Events@wvsao.gov](mailto:Events@wvsao.gov) no later than the **June 7** deadline. Registration fees are non-refundable after that date.

## LODGING:

**Book your hotel room:** **Morgantown Marriott - Reserve your room here!**

**Reservation Deadline: June 7**

**Room Rate:** \$139.00 + \$10 Parking **Telephone:** (304) 296-1700

**Check-In:** 4:00 p.m. **Check-Out:** 12:00 noon **If tax-exempt, you must present your form upon arrival.**

You can use the link above to make your room reservation **or** contact the **Morgantown Marriott** directly at **(304) 296-1700**. To receive the group rate, let the reservation desk know you need to reserve a room for the **County Clerks and Deputies Seminar**. If you are **tax-exempt**, you must present your form **upon check-in** at the hotel. Because of hotel incidental fees, we recommend **NOT** using a personal **debit card** when checking in -- use a **credit card** instead. The incidental fee per guestroom is \$50.00/nightly, which is refunded 3-10 business days following departure and payment. **Deadline: June 7**

**Register Here:** <https://www.wvsao.gov/meetings>





State of West Virginia  
John B. McCuskey  
State Auditor

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
www.wvsao.gov

February 22, 2024

To: All West Virginia County Clerks

Dear County Clerks:

I have attached registration information for this year's "In-Service Training for County Clerks." We would like to remind you that this training is required by WV Code §7-7-2 and we encourage you to make arrangements to attend.

**We are working on the agenda for this year's training and would appreciate any suggestions you may have.**

In addition to training for County Clerks, WV Code §44-3A-3(c) requires our office to provide training for Fiduciary Supervisors/Commissioners not licensed to practice law in our State.

**This year's training for fiduciary supervisors/commissioners is scheduled for June 27, 2024, in conjunction with the county clerks training. The training will begin at 1:00 p.m. and conclude at approximately 4:15 p.m.**

Please forward this information and attachment to the fiduciary supervisors/commissioners operating in your county. Additionally, as required by code there will be a brief test given to the commissioners at the conclusion of the training.

**The registration deadline is June 7, 2024.** To help us better prepare for this conference, please register as soon as possible. If you have any questions or suggestions for this conference, please email us at: [lgs@wvsao.gov](mailto:lgs@wvsao.gov).

Sincerely,

A handwritten signature in cursive script that reads "Ora L. Ash".

Ora L. Ash  
Deputy State Auditor  
Local Government Services

**BARBOUR COUNTY COMMISSION**

At a regular session of the County Commission of Barbour County, West Virginia, held at the Barbour County Courthouse on this 4<sup>th</sup> day of March, 2019, Commissioners Susie Cvechko, President; Tim McDaniel and James Carpenter being present thereat, the following order was made and entered, to wit:

**FEE AND COST FOR FIDUCIARY COMMISSIONERS ESTABLISHED**

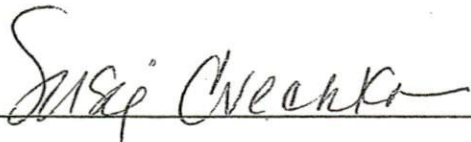
Pursuant to the provisions of Chapter 59, Article 1, Section 9, of the West Virginia Code, as amended, the Barbour County Commission does hereby establish the following schedule of fees or rate of compensation for Fiduciary Commissioners in Barbour County, West Virginia as follows:

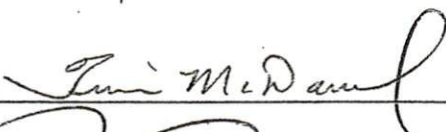
**RATE SCHEDULE**

For services rendered in connection with receiving, approving, filing with inventory and appraisal, initial and supplemental; determination of shares of legatees and distributes; preparation and publishing of notice to creditors and beneficiaries; certifying publication of such notice; mailing of notice to creditors and beneficiaries, attorneys and other interested parties; receipt and filing of exception to report of claims; filing report of account and report claims with County Clerk; ratifying and authorizing fiduciary to compromise debt due to owing; and other matters such as Notary service, parking meter expense, etc., telephone calls and time, conferences, preparing Waivers and Final Settlements and postage normally included within a summary settlement of an estate shall be a set **FEE of \$300.00 – PLUS EXPENSES.**

For service rendered in connection with contested claims against an estate; including preparation of proper notice of hearing and giving of such notice to claimant, party objection and personal representative; preparation and serving of notice for deposit of cost for recording testimony at hearing; summons for witnesses; swearing each witness; certifying the testimony of witnesses; conducting hearings, considering evidence, drafting recommendations with respect to such hearings and appearance before the County Commission with respect thereto and any other matter of an extraordinary nature not normally included within summary settlement for such estate; review of any extraordinary demands or conditions imposed by a fiduciary or imposed by the circumstances of an estate, including summoning a fiduciary to appear before the Court of the County Commission for failure to make return of inventory, account of sale, settlement of accounts; conducting hearings in regard to any controversy referred by County Commission which requires considering evidence, hearings, proof, make findings and advising the Commission. **FEE at \$40.00 Hr.**

Hearing scheduled payment will be made to the Fiduciary Commissioner by the person filing the claim against the estate and will be paid up front before the hearing begins. **Fee will be set by the Fiduciary Commissioner.**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner



ITEMIZED STATEMENT OF TIME EXPENDED IN THE ESTATE OF

\_\_\_\_\_, DECEASED

FIDUCIARY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

DATE:	SERVICE PERFORMED: Other then Fee	TIME:
_____	Acquired and Signed Appraisement.....	_____
_____	Reviewed Appraisement.....	_____
_____	Obtained Will/ Affidavit of Heirs.....	_____
_____	Reviewed Appraisement.....	_____
_____	File Appraisement with Clerk.....	_____
_____	Obtained Addresses & Phone numbers of Heirs.....	_____
_____	Prepared Letter to Fiduciary/ Postage.....	_____
_____	Copies in copy machine.....	_____
_____	Proof Read Letter.....	_____
_____	1 <sup>st</sup> Publishing of Notice. In Newspaper.....	_____
_____	2 <sup>nd</sup> Publishing of closing of estate in Newspaper.....	_____
_____	Cash out of pocket like meter exp.....	_____
_____	Mailed Creditors Notices / Postage.....	_____
_____	Initial Interview.....	_____
_____	Telephone Calls.....	_____
_____	Telephone Calls.....	_____
_____	Telephone Calls.....	_____
_____	Cost for a Court Recorder.....	_____
_____	Hearing:.....	_____
_____	Prepare Waver.....	_____
_____	or Long Form Settlement.....	_____
_____	File & pay to Clerk final settlement for the County Commission....	_____
_____	Any extra time spent in research of heirs ETC.....	_____
_____	Letters to heirs / postage.....	_____
Total Hours expended.....		_____

\_\_\_\_\_ Hours at .. \$ \_\_\_\_\_ per hour=.....Amount due \$