

HOUSTON COUNTY PROBATE COURT

201 NORTH PERRY PARKWAY • POST OFFICE BOX 1801 • PERRY, GEORGIA 31069-1801

PHONE 478-218-4710 • FA X 478-218-4715

E-MAIL jspires@houstoncountyga.org

Kim Willson • Chief Clerk

Michelle Lynn Elvins • Compliance Officer

Judith W. Borum • Deputy Clerk

Shannon Lewis • Deputy Clerk

Yvonne V Chapman • Deputy Clerk

Lisa Mitchell • Deputy Clerk

Susan Simons • Deputy Clerk

JANICE D. SPIRES • JUDGE

Steps in Probating a Will

Select and complete the necessary petition

Have **ALL** signatures **NOTARIZED**

Return **completed** petition, **Original Will** copy of death certificate and a check or money order in the amount of **\$130.00** for the filing fee (There will be a remaining balance of court costs which must be paid before letters of testamentary can be issued) **THE COMPLETED DOCUMENTS NEED TO BE RETURNED BY MAIL**

Additional fees may apply (legal ad in news paper to unknown or missing heir, sheriff service fee to heir in Georgia, certified mail fee to heir out of the state of Georgia or out of country) according to your particular circumstance

Total court costs will usually average \$200.00 to \$250.00

Once our office receives the completed petition along with the appropriate fees and the petition is processed, we will then contact the Executor to schedule an appointment for he or she to take an executor's oath. Once appointed, the Executor will then be issued a certified letter of testamentary which will allow he or she to carry out any business pertaining to the estate.

Clerks of the probate court may **NOT** answer any questions or provide any assistance in completing the petitions. If you have any questions about completing your petition, please consult an attorney.

WELCOME TO PROBATE COURT

We will be happy to help you if we can, but we have to be fair to everyone.

THIS IS A LIST OF SOME THINGS THE COURT STAFF **CAN** AND **CANNOT** DO FOR YOU. PLEASE READ IT CAREFULLY BEFORE ASKING STAFF FOR HELP.

WE CAN explain and answer questions about how the court works

WE CAN tell you what the requirements are to have your case considered.

WE CAN give you information from your case file.

WE CAN give you blank Georgia Probate Court Standard Forms.

WE CAN *only* give you ***general guidance*** on completing the forms.

WE CAN usually answer questions about court deadlines and due dates.

WE CAN tell you the definition of common legal terms used in this court.



WE CANNOT give you legal advice. ***Only a lawyer can give you legal advice.***

WE CANNOT tell you whether or not you should file a particular petition.

WE CANNOT tell you what to do, only what your options are.

WE CANNOT tell you how to phrase information to be filed in on a form.

WE CANNOT recommend a lawyer, but we can give you the phone number of a lawyer referral service if there is one available.

WE CANNOT talk to the judge for you about what will happen in your case.

WE CANNOT let you talk to the judge outside of court about your case.

WE CANNOT change an order issued by the judge.

Georgia Probate Court Standard Forms are located at

www.gaprobate.org/forms/ in Word, Word Perfect and PDF Formats.

APPOINTMENTS ARE NEEDED: 478-218-4710

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Erica Bass • Vital Records Clerk

Yetoria L. DeShazier • Vital Records Clerk

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When executors/administrators are ready to be discharged from their duties, a Petition for Discharge must be filed. Houston County Probate Court must have proof that a debtors/creditors legal advertisement has been published in the Houston Home Journal for 4 weeks. This proof must be in written form and must be submitted WITH the petition for Discharge.

It is recommended that the executors/administrators run the advertisement as soon as they are appointed. This recommendation is due to the fact that the advertisement has to run for the full 4 weeks AND 3 months must have passed AFTER the running of the advertisement BEFORE the executors/administrators can file a petition to be discharged.

Please keep in mind that if written proof concerning the completion of the debtors/creditors as does not accompany the Petition for Discharge, the petition cannot be processed.

Contact information for the Houston Home Journal is as follows:

1210 Washington St
Perry, Ga 31069
4789871823

NOTICE TO
DEBTORS AND CREDITORS

STATE OF GEORGIA
COUNTY OF HOUSTON

IN RE: ESTATE OF _____, DECEASED

All creditors of the Estate of _____, deceased,
late of Houston County, are hereby notified to render their demands to the
undersigned according to law, and all persons indebted to said estate are
required to make immediate payment to the undersigned.

This _____ day of _____, 20__.

(PLEASE PRINT)

(Executor)(Executrix)(Administrator)

DAY TIME PHONE # _____
(Will Not Be Published)