



THE HONORABLE MAYTEE E. PARHAM
Clerk of Circuit Court
City of Petersburg, Virginia

APPLICATION FOR PROBATE APPOINTMENT

****Fees and taxes are due on the day of your appointment****

INSTRUCTIONS:

- You **MUST** return Pages 1-2 of this application to the Probate Division **BEFORE** setting your appointment.
- Please **INCLUDE** a copy of the **WILL** and **DEATH CERTIFICATE** with this application.
 - Bring the ORIGINAL Will and Death Certificate to your appointment.
- You will be contacted within **3-5 business days** upon receipt of this application.
- You may return this application via email, fax or mail.

The Honorable Maytee E. Parham
Clerk of Circuit Court
Phone: 804-431-5594
Fax: 804-732-5548
Email: petersburgprobate@vacourts.gov

Petersburg Circuit Court
Probate Division
7 Courthouse Avenue
Petersburg, VA 23803



APPLICATION FOR PROBATE APPOINTMENT

****Fees and taxes are due on the day of your appointment****

APPLICANT INFORMATION

*Please list the following information for the applicant or the person making the request.
Include a COPY of the WILL and DEATH CERTIFICATE with this application.
Please bring the ORIGINALS to your appointment.*

Date: _____ Full Name: _____

Address: _____

City/State/Zip: _____

Daytime Telephone Number: _____ Relationship to the decedent: _____

Have you been convicted of a felony? Yes No Signature: _____

DECEDENT INFORMATION

Full Name: _____

Place of Residency: _____

City/County of Residency: _____

SSN: _____ Date of Birth: _____ Date of Death: _____

WILL: Yes No # of Pages: _____

ASSETS OF DECEDENT

*List assets in the decedents **name only**. (Ex: bank accounts, stocks, cars, etc.)
Do not list accounts/policies with "survivorship", "payable on death", or "beneficiary".*

Description:	Estimated Value:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

REAL ESTATE

*Provide all the addresses of real estate in the **decedent's name**. Probate Taxes will be collected at the time of your appointment. If property is in Petersburg, the Clerk shall provide the assessment.*

1. _____ - Jointly held: Yes No
2. _____ - Jointly held: Yes No
3. _____ - Jointly held: Yes No

HEIRS AT LAW

Heirs at law are next of kin (living spouse, children birthed/fathered, parents, siblings, etc.) and do not necessarily inherit under the will. Law requires the full name, ages and complete addresses of the heirs.

1. Name: _____ Age: _____
Address: _____
Relationship to decedent: _____

2. Name: _____ Age: _____
Address: _____
Relationship to decedent: _____

3. Name: _____ Age: _____
Address: _____
Relationship to decedent: _____

4. Name: _____ Age: _____
Address: _____
Relationship to decedent: _____

5. Name: _____ Age: _____
Address: _____
Relationship to decedent: _____

6. Name: _____ Age: _____
Address: _____
Relationship to decedent: _____

FOR OFFICE USE ONLY

Application Received: _____ Appointment: Day/Date/Time: _____

Action/Notes:
