

# Checklist for Disposition of Personal Property

## Victoria L. Griffin, Circuit Judge



Estate of: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Date case was filed: \_\_\_\_\_

1. Proper venue of probate proceeding:  Yes  No
2. Interested persons named in Petition:  Yes  No
3. Is the Petition verified by a notary or clerk?  Yes  No
4. Value of the assets contained in the Petition:  
Value: \_\_\_\_\_  
 Yes  No
5. Funeral / Medical expenses paid  
Amount of expenses: \_\_\_\_\_  
 Yes  No
6. Original Death Certificate filed with Clerk:  Yes  No Date Filed: \_\_\_\_\_
7. Original Last Will & Testament filed with Clerk:  Yes  No  Intestate Date Filed: \_\_\_\_\_
8. Original Codicil(s) filed with Clerk:  Yes  No  N/A Date Filed: \_\_\_\_\_
9. Is Last Will & Testament self-proven?  
If no, please explain: \_\_\_\_\_  
 Yes  No  N/A
10. Is (are) Codicil(s) self-proven?  
If no, please explain: \_\_\_\_\_  
 Yes  No  N/A
11. Statement regarding any potential creditors:  Yes  No  N/A
12. Waiver / Consent(s) signed by heirs/interested parties:  Yes  No  N/A

I have reviewed the file and completed the Checklist in this matter. Everything on the Checklist is accounted for and proposed Orders (in Word format) are now proper to be sent to the Judge's office with a cover letter via e-mail only to [ProbateIRC@circuit19.org](mailto:ProbateIRC@circuit19.org).

Attorney / Petitioner Signature (no e-signatures): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Additional information or comments: