IN THE PROBATE COURT OF CHATHAM COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF

_____, ESTATE NO.: _____
DECEASED.

O.C.G.A. §53-5-8(b) Filing

I, _____, as Personal Representative of the above-named estate, have served the beneficiaries named in the Will as follows:

	Name	Date of Service	Service Type		
			Waiver	Mail	Search
1.			☐	☐	☐
2.			☐	☐	☐
3.			☐	☐	☐
4.			☐	☐	☐
5.			☐	☐	☐

***Instructions**:*

1. *List each beneficiary in the Will and check the box for their method of service. (If there are more than 5 beneficiaries, attach a second page.)*
2. *Attach a copy of the waiver signed by each beneficiary or the notice you mailed for each beneficiary.*
3. *Attach a copy of the notice sent to each beneficiary and each return receipt showing certified or registered mailing or proof of delivery for statutory overnight delivery.*
4. *If you do not know where a beneficiary is and cannot find them, search for them and attach an Affidavit of Diligent Search explaining your efforts.*
5. *File this with the Court within **6 months** of your date of appointment.*

If you fail to do each of these things, the Court may cite you to appear and show cause why your Letters Testamentary or Letters of Administration with Will Annexed should not be revoked.

This _____ day of _____, 20_____.

_____
Signature of Personal Representative

_____
Printed Name of Personal Representative

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_____, ESTATE NO.: _____
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O.C.G.A. §53-5-8(b) Notice

Date: _____

To Beneficiary:

Name: _____

Address: _____

This is to serve as notice to the above-named beneficiary that the undersigned has been appointed Personal Representative of the above-named estate. Attached is a copy of the Letters Testamentary or Letters of Administration with Will Annexed issued by the Court.

The Personal Representative may be contacted at:

Personal Representative Information #1:

Name: _____

Mailing Address: _____

Phone Number: _____

Personal Representative Information #2:

Name: _____

Mailing Address: _____

Phone Number: _____

_____
Signature of Personal Representative #1

_____
Signature of Personal Representative #2

IN THE PROBATE COURT OF CHATHAM COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF

_____, ESTATE NO.: _____
DECEASED.

WAIVER OF RIGHT

TO NOTIFICATION OF ISSUANCE OF LETTERS TESTAMENTARY OR LETTERS OF ADMINISTRATION WITH THE WILL ANNEXED PURSUANT TO O.C.G.A. §53-5-8(b)

The undersigned, being 18 years of age or older, laboring under no legal disability, and being a beneficiary of the above-referenced estate, hereby waives my right to notification of issuance of Letters Testamentary or Letters of Administration with the Will Annexed by the Personal Representative of the above-named estate pursuant to O.C.G.A. §53-5-8(b).

Sworn to and subscribed before me, this
_____ day of _____, 20_____.

_____
Signature of Beneficiary

_____
NOTARY or CLERK OF PROBATE COURT
My Commission Expires: _____

_____
Printed Name of Beneficiary