### **Table of Contents**

# CHAPTER 1. TESTATE AND INTESTATE PROCEDURES

- § 1:1 Generally
- § 1:2 Jurisdiction and venue
- § 1:3 Federal court jurisdiction and probate
- § 1:4 Duty to file will and send notices to beneficiaries regarding issuance of letters testamentary or letters of administration
- § 1:5 Jury trials
- § 1:6 Uniform Probate Court Rules and forms
- § 1:7 General Instructions Applicable to Georgia Probate Court Standard Forms (GPCSF 1)

# CHAPTER 2. PROCEDURE FOR PROBATE OF A WILL

- § 2:1 Common form probate
- § 2:2 Form: Petition to Probate Will in Common Form (GPCSF 4)
- § 2:3 Probate in solemn form
- § 2:4 Form: Petition to Probate Will in Solemn Form (GPCSF 5)
- § 2:5 Form: Interrogatories to Witness to Will (GPCSF Supp 6)
- § 2:6 Form: Service Upon Minor or Adult Ward Through Service Upon Guardian (GPCSF 54)
- § 2:7 Appointment of Special Process Server (GPCSF Supp. 2)
- § 2:8 Certificate of Service (GPCSF Supp. 3)

## CHAPTER 3. PROBLEMS WITH PROBATE

- § 3:1 Probating copy of lost or destroyed will
- § 3:2 Unavailable or hostile witnesses
- § 3:3 Obliteration and destruction
- § 3:4 Revocation by change of circumstance or conditions

#### CHAPTER 4. CAVEAT TO PROBATE

- § 4:1 Definition
- § 4:2 Pleadings and burden of proof
- § 4:3 Mental incapacity
- § 4:4 Undue influence
- § 4:5 Mistake
- § 4:6 Fraud, forgery, uncertainty, and injustice
- § 4:7 Monomania
- § 4:8 Form: Caveat to probate

# CHAPTER 5. PROCEDURE FOR ADMINISTRATION OF AN ESTATE

- § 5:1 Temporary administration
- § 5:2 Form: Petition for Temporary Letters of Administration (GPCSF 2)
- § 5:3 Permanent administration
- § 5:4 Form: Petition for Letters of Administration (GPCSF 3)
- § 5:5 Who may serve as administrator
- § 5:6 Caveat to administration
- § 5:7 No administration necessary of an intestate estate
- § 5:8 Form: Petition for Order Declaring No Administration Necessary (GPCSF 9)
- § 5:9 No administration necessary for bank deposits up to \$15.000
- § 5:10 Form: Affidavit for Payment of Funds Without Administration
- § 5:11 Other instances when no administration is necessary

#### CHAPTER 6. OATH AND BOND

- § 6:1 Oath
- § 6:2 Form: Guardian/Conservator/Personal Representative Oath (GPCSF Supp 4)
- § 6:3 Form: Commission to Administer Oath (GPCSF 53)
- § 6:4 Bond
- § 6:5 Amount of bond required
- § 6:6 Form: Bond of Administrators, Conservators, and Executors, etc. (GPCSF 21)
- § 6:7 Form: Petition by Personal Representative For Waiver of Bond and/or Grant of Certain Powers (GPCSF 32)

#### CHAPTER 7. SPECIAL SITUATIONS

CIIA	FIER 7. SPECIAL SITUATIONS
§ 7:1	Nonresident representative
§ 7:2	County administrators
§ 7:3	Form: Application to Vest Administration in County Administrator
§ 7:4	Administration of estates of persons believed to be dead
§ 7:5	Form: Petition for Presumption of Death of Missing Individual Believed to be Dead (GPCSF 18)
§ 7:6	Administrator with the will annexed (administrator CTA)
§ 7:7	Form: Petition to Probate Will in Solemn Form and For Letters of Administration With Will Annexed (GPCSF 7)
§ 7:8	Form: Petition for Letters of Administration With Will Annexed (Will Previously Probated) (GPCS: 8)
§ 7:9	Administrator with the will annexed
§ 7:10	Probate by consent; settlement agreements
§ 7:11	Foreign and out-of-state wills
§ 7:12	Transfer-on-death deeds

### CHAPTER 8. YEAR'S SUPPORT

- § 8:1 Definition
- § 8:2 Procedure for filing year's support
- § 8:3 Form: Petition for Year's Support (GPCSF 10)
- § 8:4 Caveat to year's support
- § 8:5 Form: Caveat to Application for Year's Support

### CHAPTER 9. STATUTORY ADMINISTRATIVE DUTIES OF THE PERSONAL REPRESENTATIVE

- § 9:1 Duty to file inventory
- § 9:2 Form: Inventory
- § 9:3 Duty to make annual returns
- § 9:4 Form: Annual and Final Return
- § 9:5 Failure to make returns
- § 9:6 Notice to debtors and creditors
- § 9:7 Form: Notice to debtors and creditors
- § 9:8 Payment of debts
- § 9:9 Collection of debts

### CHAPTER 10. OTHER ADMINISTRATIVE DUTIES OF THE PERSONAL REPRESENTATIVE

§ 10:1	Transfer of motor vehicles
§ 10:2	Form: Affidavit of Inheritance of Motor Vehicle
§ 10:3	Checking and savings accounts
§ 10:4	Collecting life insurance, social security, and veterans' death benefits
§ 10:5	Transfer of stocks and bonds
§ 10:6	Form: Assignment of Investment Security
§ 10:7	Form: Affidavit of Domicile
§ 10:8	Transfer of real estate
§ 10:9	Form: Administrator's Deed—Public sale
§ 10:10	Form: Assent of Personal Representative to
	Testamentary Gift
§ 10:11	Form: Personal Representative's Deed to Land Sold under Will at Private Sale
§ 10:12	Household furnishings, jewelry, art, coin, stamp and other collections
§ 10:13	Digital assets
§ 10:14	Form: Petition for Determination of Right of Disposition of Remains of a Decedent (GPCSF 72)

# CHAPTER 11. FIDUCIARY DUTIES OF REPRESENTATIVE

- § 11:1 Duty of diligence
- § 11:2 Duty of loyalty
- § 11:3 Duty to keep accounts

# CHAPTER 12. POWERS OF THE PERSONAL REPRESENTATIVE

- § 12:1 Generally
- § 12:2 Compromise of claims
- § 12:3 Investments
- § 12:4 Other powers
- § 12:5 Powers of temporary administrators and executors pending litigation of caveat

### CHAPTER 13. SALES

§ 13:1 Generally

#### Table of Contents

- § 13:2 Procedure for sale of property
- § 13:3 Form: Petition of Personal Representative For Leave To Sell Property (GPCSF 13)
- § 13:4 Sale of perishable property
- § 13:5 Form: Petition For Leave To Sell Perishable Property by Personal Representative (GPCSF 71)
- § 13:6 Sale of stocks or bonds
- § 13:7 Sale under year's support
- § 13:8 Form: Petition For Leave To Convey or Encumber Property Previously Set Aside as Year's Support (GPCSF 17)

# CHAPTER 14. DISTRIBUTION OF ESTATE

- § 14:1 Title to property
- § 14:2 Time for distribution
- § 14:3 Distribution to heirs-at-law of intestate
- § 14:4 Procedure to determine heirs and distributees
- § 14:5 Division of property

### CHAPTER 15. COMPENSATION OF PERSONAL REPRESENTATIVE

- § 15:1 Commissions
- § 15:2 Payment from estate
- § 15:3 Special circumstances
- § 15:4 Executor's compensation from business enterprise
- § 15:5 Commissions not allowed
- § 15:6 Compensation for temporary administrator

#### CHAPTER 16. APPEALS

- § 16:1 Appeals prior to July 1, 2023
- § 16:2 Appeals under Superior and State Court Appellate Practice Act
- § 16:3 Form: Petition for Review in Superior or State Court
- § 16:4 Appeals from Article 6 probate courts

# CHAPTER 17. TERMINATION AND SETTLEMENT

§ 17:1 Accounting and settlement

#### PROBATE AND ADMINISTRATION

§ 17:2	Renunciation
§ 17:3	Revocation
§ 17:4	Temporary administrators and co-representatives
§ 17:5	Resignation
§ 17:6	Discharge
§ 17:7	Form: Petition for Discharge of Personal
	Representative (GPCSF 33)

### CHAPTER 18. ESTATE CHECKLISTS

§ 18:1	Initial estate information sheet	
§ 18:2	Attorney's initial interview checklist	
§ 18:3	Checklist of deceased's assets and liabilities	
§ 18:4	Checklist for digital assets	
§ 18:5	Checklist of deceased's documents needed by	
	personal representative	
8 18.6	Checklist for administration of estate	

### **APPENDIX**

Appendix A. Uniform Probate Court Rules

**Table of Laws and Rules** 

**Table of Cases** 

Index