

PROBATE COURT OF FAYETTE COUNTY
One Center Drive, Fayetteville, Georgia 30214
770-716-4220

**REQUIRED NOTIFICATIONS BY NEWLY APPOINTED PERSONAL
REPRESENTATIVES**

(EXECUTOR, ADMINISTRATOR WITH WILL ANNEXED OR ADMINISTRATOR)

1. ALL ESTATES: Notice to Creditors, aka Notice to Debtors and Creditors

Within **60 days** of the date Letters Testamentary, Letters of Administration or Letters of Administration with Will Annexed issued to you, you are required to arrange for the following notice to be published once a week for four weeks in the **Fayette County News, 224 Lanier Avenue, West, Fayetteville, Georgia 30214, www.fayette-news.net, 770-461-6317:**

“All creditors of the estate of (insert name of decedent), late of Fayette County, Georgia, deceased, are hereby notified to render in their demands to the undersigned, according to law, and all persons indebted to said estate are required to make immediate payment. (Insert your name, Personal Representative, address and telephone number.)

2. ONLY ESTATES WITH A WILL: Notice to Beneficiaries per O.C.G.A. §53-5-8 (b)

Within 30 days of the date Letters Testamentary or Letters of Administration with Will Annexed issued to you, you are required to send all beneficiaries named in the Will, at their last known address, a notice informing each of your appointment and providing your name, address and telephone number. Service must be by certified or registered mail or statutory delivery, with return receipt requested. Notice shall not be required to any beneficiary who has waived such right to notification in writing.

Within **60 days** following the issuance of Letters you must file with this court a “Notice of Filing Pursuant to O.C.G.A §53-5-8 (b)”, true and correct copies of all waivers received and notices sent, the return receipts for each notice sent, and for any beneficiary whose identity and/or whereabouts are unknown, an affidavit of diligent search attesting under oath your efforts to identify and locate such beneficiary.

**IN THE PROBATE COURT OF FAYETTE COUNTY
STATE OF GEORGIA**

Estate of: _____

Estate Number: _____

Deceased.

NOTICE OF FILING PURSUANT TO O.C.G.A. §53-5-8(b)

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

	Name	Date	Service Type		
			Waiver	Mail	Search
1.	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 they signed or the notice you mailed for each beneficiary.
3. Attach a copy of the return receipt showing certified mailing.
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 60 days 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____.

Signed: _____

**PROBATE COURT OF FAYETTE COUNTY
STATE OF GEORGIA**

ESTATE OF _____ : ESTATE NO. _____
: _____
: RE: NOTICE TO BENEFICIARY OF
_____ : WILL OF APPOINTMENT OF PERSONAL
: REPRESENTATIVE (EXECUTOR OR
DECEASED _____ : ADMINISTRATOR WITH WILL ANNEXED)

NOTICE OF APPOINTMENT OF PERSONAL REPRESENTATIVE

TO: _____, **beneficiary**

ADDRESS: _____

This is to serve as notice to you, as a beneficiary of the above-referenced estate, that the undersigned has/have been appointed as personal representative(s) and may be contacted at:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

Date

Signature of Personal Representative

Date

Signature of Personal Representative

PROBATE COURT OF FAYETTE COUNTY

STATE OF GEORGIA

ESTATE OF _____ : ESTATE NO. _____
: _____
: RE: NOTICE TO BENEFICIARY OF
: WILL OF APPOINTMENT OF PERSONAL
: REPRESENTATIVE (EXECUTOR OR
DECEASED _____ : ADMINISTRATOR WITH WILL ANNEXED)

**WAIVER OF RIGHT OF BENEFICIARY TO NOTIFICATION OF ISSUANCE OF
LETTERS TESTAMENTARY OR LETTERS OF ADMINISTRATION
WITH 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 waive my right to notification of the issuance of Letters Testamentary or Letters of Administration with Will Annexed by the Personal Representative(s) of the estate.

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

Signature of beneficiary

Notary/Clerk of Probate Court

Printed name of beneficiary

My Commission expires: _____