

**Overview of Decedents' Estates
Course Handout
April 29, 2021**

Quick Quiz #1

Who Can Do It?

For each question, answer whether the clerk, the assistant clerk, and/or the deputy clerk may perform the described action.

1. I took and file stamped the application for letters presented at the counter by the decedent's wife. _____
2. I met with the decedent's daughter. She appeared at the courthouse with the decedent's will and the two witnesses to the will. The witnesses swore an oath before me that the will was duly witnessed (the E-300 form). _____
3. I presided over a hearing regarding the qualification of the applicant to serve as executor of the decedent's estate. _____
4. I determined that the will met the requirements for probate and signed the certificate of probate admitting the will to probate. _____
5. I opened the "E" file and entered the relevant information in VCAP.

6. I micro-scanned all of the documents in the "E" file. _____
7. I entered an order revoking the letters issued to the personal representative.

8. I audited and approved the final account filed by the executor.

9. I approved the commission owed to the administrator of the estate.

10. I met with the son after the death of his father and completed a family history intake sheet. I provided him with forms for a full administration. _____

Quick Quiz #2

Who Am I?

1. I died with a will. _____
2. I am a person who acts as a fiduciary in a formal administration of an intestate estate.

3. I am entitled to distributions under the probated will. _____
4. There is a delay in the appointment of the personal representative, so the clerk appointed me.

5. I am entitled to distributions of the decedent's property under G.S. Chapter 29.

6. I have jurisdiction over the administration, settlement, and distribution of the estates of decedents. _____
7. I was named in the will to carry out the responsibility of administering the estate.

8. I did not have to qualify or give a bond, but I do get to collect the decedent's property, pay creditors, and make distributions to heirs. _____