

Superior Court of the District of Columbia

PROBATE DIVISION
Washington, D.C. 20001-2131

Estate of _____

Administration No. _____

Deceased

VERIFICATION AND CERTIFICATE OF NOTICE BY PERSONAL REPRESENTATIVE PURSUANT TO SCR-PD 403(b)(4)

I do solemnly declare and affirm that I have mailed or caused to be mailed a copy of the notice of appointment and general information statement as required in D.C. Code §20-704 (a) and (b) on the _____ day of _____, to the following persons:

List names and addresses of all heirs, legatees, and creditors referred to in D.C. Code §20-704(b)
(Attach additional sheets, if necessary.)

I do further solemnly declare and affirm that I have previously filed or file herewith proofs of publication as required by SCR-PD 403 (b) (4), and that to the best of my knowledge and belief the value of the probate estate (remains the same as) (increased/decreased in the following amount from) that set forth in the petition for probate previously filed with the Court. (\$ _____); and that I have paid or tender herewith court costs pursuant to SCR-PD 425(a)(1) through (4) and in accordance with D.C. Code §15-707(a).

Dated: _____

Attorney: _____

Personal Representative(s)

Instructions for Filing
“Verification and Certificate of Notice by Personal Representative Pursuant to SCR-PD 403(b)(4)”
Certificate of Notice, (WLR Form 809)

(For estates of decedents dying on or after July 1, 1995 and whose estates are unsupervised*)

Overview:

The purpose of this form is to certify to the Register of Wills for the record that all heirs, all legatees (persons who take under a will) and all creditors have received notice of the probate proceedings.

When the notice must be given:

A copy of the General Information Sheet (covered below) and the Form 808, Notice of Appointment, Notice to Creditors and Notice to Unknown Heirs (also covered below) must be mailed to all creditors, heirs and legatees within twenty (20) days of the date of the order appointing the personal representative.

How the Notice must be mailed:

The notices must be sent by registered or certified mail, postage prepaid, return receipt requested, to the last known address, with delivery restricted to the addressee. Currently, the filing of the green return receipts is optional.

When the Certificate of Notice (Form 809) must be filed:

The Certificate of Notice must be filed with the Court within ninety (90) days of the date of the Order appointing the personal representative.

Newspaper Notice:

Upon acceptance of your petition for probate by the Office of the register of Wills (hereinafter “Office”), the Office will return to one copy of Form 808, Notice of Appointment, Notice to Creditors and Notice to Unknown Heirs with the initial publication date stamped on it. You must mail a copy of that notice to all creditors and to each heir and legatee. The two newspapers will bill you for the costs of publication. Upon receipt of your payment, they will send you a Proof of Publication which will bear a raised seal. You must file these original Proofs of Publication along with Form 809 Certificate of Notice. The Certificate of Notice (Form 809) will not be accepted for filing without the Proofs of Publication.

General Information for Heirs, Legatees, and Creditors (General Information Sheet):

With the package that you received from The Washington Law Reporter Company, you received the General Information Sheet. You are required to send a copy of this sheet along with the above notice (Form 808) to all creditors and to each heir and legatee.

Creditors:

In the space provided in the Certificate of Notice (Form 809), you must list the names of each creditor of the decedent. The notices must be sent to any creditor whose identity is known or discoverable through reasonably diligent effort.

*** Supervised Estates:**

These instructions also apply to supervised estates with the exception that Form 809 is not used. Instead, Form 810 “Inventory” is used. In such cases the required information must be provided on the “Verification and Certificate” on the reverse side of the Inventory.