

OFFICE OF REGISTER OF WILLS  
Clerk of the Probate Division  
Washington, D.C. 20001

**ITEMS NEEDED TO OPEN A SMALL ESTATE**

ORIGINALS AND COPIES OF THE FOLLOWING ITEMS ARE NECESSARY IN ORDER TO OPEN A SMALL ESTATE:

PHOTO-ID(s) with signature from petitioner(s)  
Date and Place of Death

Funeral bills(s)  
Receipts for funeral bill(s) if available

Written verification of assets:  
real estate (anywhere)  
current bank statement(s)  
automobile title or registration card  
stocks/bonds  
checks

Original will (if there is one).

Completed Petition

Names and addresses of heirs at law and next of kin and legatees named in will

OFFICE HOURS: 8:30 a.m. to 5:00 p.m.  
Monday - Friday

Court Costs:

Assets	\$ .01 - \$ 500.00	No Costs
	\$ 500.01 - \$ 2,500.00	\$ 15.00
	\$ 2,500.01 - \$15,000.00	\$ 50.00
	\$15,000.01 - \$25,000.00	\$100.00
	\$25,000.01 - \$40,000.00	\$150.00

Publication Costs (if applicable): **Check** or **Money Order** payable to the newspaper. See page "4" of "General Instructions"

Please call for an appointment when ready to file Petition  
Small Estates Clerk (202) 879-1777

For preliminary questions, you may call any of the Small Estates Specialists:

Constance O. Hill (202) 879-1429  
Michael L. Barnes (202) 879-1432  
Janice B. McDowell (202) 879-1433