

**HON. TERRY H. WHITTLE**  
*Clerk of Court*



**WILLIAM D. GARDNER**, *Deputy Clerk*  
**CRISTIE M. CUTHRELL**, *Deputy Clerk*  
**MELISSA R. STEELE**, *Deputy Clerk*  
**ANNE M. REDMON**, *Deputy Clerk*  
**JENNIFER M. BROWN**, *Deputy Clerk*  
**ERIN E. RAMOS**, *Deputy Clerk*  
**MARY P. STOVER**, *Deputy Clerk*

# **WINCHESTER CIRCUIT COURT**

**FREDERICK-WINCHESTER JUDICIAL CENTER**  
**5 NORTH KENT STREET**  
**WINCHESTER, VIRGINIA 22601**  
**(540) 667-5770**  
[www.winfredclerk.com](http://www.winfredclerk.com)

## **CHECKLIST:** **Items to Bring to Your Probate Appointment**

---

- Original Will & Codicils, if applicable.** These will be retained by the Clerk.
- Certified copy of the Death Certificate.** This will be returned.
- Approximate value of any solely held asset(s).** Worksheet Attached.
- Names, ages & addresses of the heirs-at-law.** Heirs at law are the decedent's closest relatives; they may be different than the Will's beneficiaries. Worksheet Attached.
- Valid Photo Identification.**
- Payment in the form of Cash, Check, Visa or MasterCard for Probate tax & fees.** There is a 4% service fee for each credit card transaction.
- If you need to serve as the personal representative of the estate and you are not a Virginia resident, please bring a Virginia resident with you.**
- If the decedent died in a nursing home, please bring the address of the decedent's residence prior to entering the nursing home.**
- Winchester Circuit Court Assets of the Estate Worksheet**