

Judge of Probate

210 West Main Street. Union. South Carolina 29379

Telephone 864.429.1625

Facsimile 864.427.1198

William D. All III Probate Judge

Toni Allen Deputy Clerk

Robin Brewington Clerk

Estate Packet

If the total assets of the deceased are less than \$25,000 AND there is no real estate, ask for a **Small Estate Worksheet**

This packet is for opening up estate administration proceedings by appointing a personal representative and/or probating the will of the decedent.

To Begin Informal Estate Proceedings You Must File the Following:

1) **Application/Petition for Probate of Will or Appointment (Form #300ES)** must be completed in its entirety and filed with the court. If there was a will, the names and addresses for all devisees must be listed in section 4(a), and for **ALL** estates, the names and addresses for all intestate heirs must be listed in section 4(b).

The following items should be filed along with the petition:

a) **The Original Last Will and Testament and any and all Original Codicils and Memorandums** – The Court will keep all originals, if you would like a copy for your records, the court can provide you with one at time of filing.

b) **Certified Copy of Death Certificate** – This is what most people consider the “original” death certificate issued by DHEC. Once it is filed with the court, we are unable to provide copies due to DHEC regulations.

c) **A Photo Copy of a Valid Photo ID** for the Personal Representative Applicant.

d) **Itemized Funeral Bill or Proof of Payment.**

Note: If any applicable section is incomplete or sections 4(a) or 4(b) are missing full mailing address for any person listed, your appointment will be cancelled and you will have to reschedule once those sections have been completed.

2) **Renunciation of Right to Administration and/or Nomination and /or Waiver of Bond (Form #302ES)**, if applicable, must be filled out if the person applying to be the Personal Representative **WAS NOT** nominated by a will. The person applying to be Personal Representative should list his or her information in the body of the form, and all other intestate heirs need to individually sign a Form #302ES.

Note: Without proper **Form #302ES** being filed, a hearing will be required and you will be required to furnish a bond at your own expense.

(Continued on back of page)

3) **Inventory and Appraisement (Form #350ES)** – Here you need to list and value all probate assets belonging to the decedent. The Inventory and Appraisement must be filed within Ninety (90) days after the appointment of the personal representative. However, the court encourages applicants to bring the completed Inventory and Appraisement to the initial appointment so that all appropriate fees may be paid at one time. The fees due to the court will be calculated based on the GROSS VALUE of the estate (the table below shows the fee structure). If you choose not to file the Inventory and Appraisement at your initial appointment, a base fee of \$25.00 will be collected and the additional fees will be due when the Inventory and Appraisement is filed.

Gross Value of Estate	Fee Due to Court
(1) Less than \$5,000	\$25.00
(2) \$5,000 - \$20,000	\$45.00
(3) \$20,000 - \$60,000	\$67.50
(4) \$60,000 - \$100,000	\$95.00
(5) \$100,000 - \$600,000 <i>Plus 0.15 % of the property valuation between \$100,000 and \$600,000</i>	\$95.00
(6) \$600,000 <i>Plus 0.25% of the property valuation exceeding \$600,000</i>	\$845.00

Note: Some things that are not probate assets and will not need to be listed are: property with right-of-survivorship, or property for which the decedent only had a life estate; joint or payable on death bank accounts; life insurance payable to a beneficiary.

4) **In Re: Notice to Creditors (Union County Form #301UC), if applicable**, must be filed with the court when seeking appointment as personal representative if the decedent has been deceased less than one calendar year as you will need to run an advertisement in a newspaper of general circulation in the county. Payment to your selected newspaper must be done with either cash or a separate check.

5) **Call for an Appointment** – Once you have the completed filling out all the preceding items, **you must call the court for an appointment**. The Union County Probate Court phone number is (864) 429-1625.

One estate clerk will be assigned your case from beginning to end. Please direct all of your questions to your estate clerk. APPOINTMENTS ARE REQUIRED BECAUSE OF THE VOLUME OF CASES WE HANDLE AND OUR LIMITED RESOURCES. IF YOUR ESTATE CLERK IS UNAVAILABLE WHEN YOU CALL, IT IS IMPORTANT THAT YOU LEAVE A MESSAGE.

Note: **APPOINTMENTS ARE REQUIRED**. If you attempt to turn in paperwork without an appointment, one will be scheduled for you at a later date.

We offer our sincere condolences in your loss and understand that this is a very sad and emotional time. We are committed to making the Probate process as easy on you and your family as we can. If you should have any, questions, comments, or suggestions, please feel free to contact us. However, our job is to help you report information and transfer assets correctly. **We cannot give legal advice.**

Index of Included Forms

- **Form #300ES – MANDATORY – Application/Petition for Probate of Will or Appointment** – this is the form to start the estate administration/probate process.
- **Form #350ES – MANDATORY – Inventory and Appraisalment** – This is where all probate assets are listed and, based on the gross value of the estate, fees owed to the court are determined.
- **Form #302ES – Renunciation of Right to Administration and/or Nomination and/or Waiver of Bond** – if there was no will naming a personal representative, this form is to be copied and filled out by all intestate heirs nominating and waiving bond for the personal representative applicant.
- **Union County Form #301UC – In Re: Notice to Creditors** – The personal representative applicant needs to select in which paper of circulation in Union County to run the notice to creditors.
- **Union County Form #303UC – Intestate Heirs Guide** – This is a Union County form designed to help the general public with determining intestate heirs and filling out Section 4(b) of Form 300ES.

Checklist of Items for Your Appointment

- Original Last Will and Testament and any Original Codicils and Memorandums, if any existed
- All Necessary Completed Probate Forms
- Certified Copy of Death Certificate
- Copy of the Obituary [Required only when decedent died without a will]
- Photocopy of Valid Photo ID
- Itemized Funeral Bill or Proof of Payment
- Money for Court Costs and Newspaper Ad Fee (If paying by check we need two separate checks; we are unable to accept Debit/Credit Cards)
- Copy of Deeds to any Real Property [Found in the Clerk of Court's Office]
- Copy of Tax Map Cards to any Real Property [Found in the Tax Assessor's Office]
- Car or Mobile Home Titles, if applicable

Personal Representative Information

What is a personal representative?

A personal representative is a person who manages the legal affairs of another because of death. This is the person that is going to be interacting with the probate court; filling out paperwork, managing the estate of the deceased, paying claims, and distributing the assets of the estate either according to the Will or the laws of intestacy.

Who is going to be the personal representative?

If there is a personal representative named in a will, the person named has priority to be Personal Representative. If there is not a person named in the will, or if there is no will, then the state has laws to determine who has priority of appointment.

When there is no Will naming a personal representative the heirs need to sign a Form #302ES "Renunciation." This form allows the heirs to nominate a person to be the personal representative and waive bond for that person. This renunciation does not "sign over your inheritance;" It simply renounces your right to be the Personal Representative. The form is attached to this packet.

If Renunciations are not on file, then there will need to be a hearing to appoint the personal representative, all interested persons will need to be given 20 days' notice of the hearing, and the personal representative chosen at the hearing will be required to be bonded.

Probate Terms

Accountings – The annual and final financial reports showing receipts and disbursements with date and purpose.

Application – a written request to the probate court for an order or statement of informal probate or appointment.

Conservator – One who has the legal authority and duty to care for another person's property and finances.

Decedent – a deceased person.

Devisee – a person who receives property from a will.

Fiduciary – a person who acts for the benefit of another person.

Guardian – One who has the legal authority and duty to care for a person.

Heir – A person who, under the laws of intestacy, is entitled to receive an intestate decedent's property.

Interested Person – includes heirs, devisees, children, spouses, creditors, beneficiaries, and any others having a property right in or claim against the estate of a decedent.

Personal Representative – a person who manages the legal affairs of another because of death

Probate Estate – is the decedent's property passing under the decedent's will plus the decedent's property passing by intestacy.

Successors – means those persons, other than creditors, who are entitled to property of a decedent under his will or the Probate Code.

Testator – a person who has made a legally valid will before death.

Testatrix – a female testator.

Will – a document by which a person directs his or her estate to be distributed upon his or her death.

STATE OF SOUTH CAROLINA)
)
COUNTY OF UNION)
)
IN THE MATTER OF:)
)
_____)
(Decedent))

IN THE PROBATE COURT

CASE NUMBER: _____

***COMPLETE THIS SECTION ONLY IF FILING PETITION FOR FORMAL TESTACY AND/OR FORMAL APPOINTMENT**

* _____,
Petitioner(s)
vs.
* _____,
Respondent(s)

APPLICATION FOR INFORMAL

(check any that apply)

- PROBATE OF WILL
 APPOINTMENT

***PETITION FOR FORMAL**

- TESTACY
 APPOINTMENT

If this is a formal filing, please explain on page 3 or attach pleadings pursuant to *SC Rules of Civil Procedure*.

***NOTE: IF THIS IS A FORMAL PROCEEDING, IN ADDITION TO THIS FORM PETITION, YOU MUST ALSO FILE A SUMMONS (FORM SCCA 401PC), AND PAY THE STATUTORY FILING FEE OF \$150.00. A HEARING IN THE PROBATE COURT ON THE PETITION MAY BE REQUIRED.**

I. ALL APPLICANTS/PETITIONERS MUST COMPLETE THIS SECTION.

1. Applicant/Petitioner(s): _____
Address: _____
Telephone (Work): _____
(Home): _____
(Cell): _____
Email: _____
Relationship to Decedent: _____

2. Decedent Information:

Full Legal Name
(including all known names): _____
Date of Birth: _____
Date of Death: _____
Age at Date of Death: _____

3. Venue for this proceeding is proper in this County because:

- Decedent was domiciled in this County at date of death:
Address: _____ County: _____ State: South Carolina.
- Decedent was **not** domiciled in **South Carolina**, but property of Decedent was located in this County
at date of death at:
Address: _____ County: _____ State: South Carolina
- Decedent has a right to take legal action in this County because: _____

If the above address is the address of a nursing home, prison, or other residential facility, please give the last address of the Decedent prior to entering a facility: _____

4(a). Names and addresses of beneficiaries (devisees) named in the Will.

Full Legal Name (including all known names)	Year of Birth	Full Address	Relationship to Decedent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

See attached for additional devisees (check if applicable).

4(b). Names and addresses of intestate heirs who are not devisees (persons who inherit if Decedent left no Will).

Full Legal Name (including all known names)	Year of Birth	Full Address	Relationship to Decedent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

See attached for additional intestate heirs (check if applicable).

4(c). Did all of the above persons survive one hundred and twenty (120) hours since the death of Decedent?

YES NO If no, please explain on page 3.

5. Did Decedent have any change of marital status or the birth or adoption of any children after execution of this Will, if one exists, or has any child of the Decedent been born since his/her death, or is any birth of a child of the Decedent anticipated? (This includes illegitimate children.)

NO YES If yes, please explain, on page 3.

6. To the best of your knowledge, was the Decedent a patient in a non-private State of South Carolina mental health facility during his/her lifetime?

NO YES If yes, please explain, on page 3.

7. Has a Guardian or Conservator ever been appointed by a Court for this person?

NO YES If yes, please explain on page 3.

8. Has a Personal Representative of the Decedent been appointed prior to this date by a Court in this state or elsewhere?

NO YES If yes, please state details, including name and address of such Personal Representative on page 3.

9. Have you received or are you aware of any Demands for Notice (FORM #111ES) of any probate or appointment proceeding concerning the Decedent that may have been filed in this state or elsewhere?

NO YES If yes, please state details, including names and addresses on page 3.

10. Have more than ten (10) years passed since the Decedent's death?

NO YES If yes, please state circumstances authorizing tardy probate on page 3.

11(a). Did the Decedent own probate real estate?

NO YES If yes, an approximate value of \$_____ (Note: A complete inventory of probate assets with fair market values is to be filed after Personal Representative is appointed.)

11(b). Did the Decedent own probate personal property?

NO YES If yes, an approximate value of \$_____ (Note: A complete inventory of probate assets with fair market values is to be filed after Personal Representative is appointed.)

12. After the exercise of reasonable diligence, are you aware of any unrevoked Will and/or Codicil(s)?

YES If yes, then proceed to Section II.
 NO If no, then proceed to Section III.

II. IF A WILL EXISTS, PLEASE COMPLETE THIS SECTION.

1. Regarding the Decedent's Will:

- The original is attached.
- The original is in the Court's possession.
- An exemplified (authenticated) copy of a Will probated in another jurisdiction is attached.
- An exemplified (authenticated) copy of a Will not probated in another jurisdiction is attached.
- The original of the Will is lost, destroyed, or otherwise unavailable, however, a description of its contents is attached. (for formal proceeding, explain below or attach supplemental pleadings)

2. The execution date of the Will was: _____
Codicil(s): _____

3. Is there a memorandum that disposes of tangible personal property pursuant to 62-2-512?

NO YES If yes, attach hereto.

4. To the best of your knowledge, do you believe the Will listed above is the Decedent's validly executed last Will?

YES NO If no, please explain on page 3.

5. To the best of your knowledge, is any witness to the will an "interested witness" (i.e., does the will make any devise to a witness, a witness's spouse, or a witness's issue)?

NO YES If yes, please explain on page 3.

COMPLETE EXPLANATION(S) FOR QUESTIONS IN SECTIONS I and II HERE.
(If more space is required, use additional sheets.)

III. IF APPLYING FOR INFORMAL OR FORMAL APPOINTMENT, PLEASE COMPLETE THE FOLLOWING.

1. If the Applicant/Petitioner is not the proposed Personal Representative(s), list name and address of the person you are proposing be appointed as the fiduciary:

2. Priority for appointment of the proposed Personal Representative (whether applicant or nominee) is:

- named as Primary Personal Representative in Will
- named as Alternate Personal Representative in Will
- nominee of Primary Personal Representative in Will
- nominee of Alternate Personal Representative in Will
- surviving spouse of Decedent who is devisee of Decedent or nominee of said spouse
- other devisee of Decedent (describe): _____ or nominee of said devisee
- surviving spouse of Decedent or nominee of said spouse
- other heir of Decedent (describe): _____ or nominee of said heir
- creditor (forty-five (45) days after death must have passed) or nominee of creditor; written statement of claim, FORM 371ES, is attached
- other (describe): _____

3. List below the name(s) of any other person(s), if any, having an equal or higher priority of appointment than the proposed Personal Representative:

IV. ALL APPLICANTS/PETITIONERS MUST COMPLETE VERIFICATION.

VERIFICATION

The undersigned, being sworn, states that the facts set forth in the foregoing statement are true to the best of the undersigned's knowledge, information and belief, and hereby submits to the Court's jurisdiction in this matter.

SWORN to before me this _____ day
of _____, 20 ____

Signature of
Applicant/Petitioner: _____

Notary Public for South Carolina
My Commission Expires: _____

SWORN to before me this _____ day
of _____, 20 ____

Signature of Co-
Applicant/Co-Petitioner: _____

Notary Public for South Carolina
My Commission Expires: _____

ORDER OF INFORMAL PROBATE

IT IS HEREBY ORDERED that the above application for probate of a Will executed _____ and
 Codicil executed _____ and
 Memorandum

be informally GRANTED DENIED.

Executed this _____ day of _____, 2_____.

, Probate Court Judge

For formal probate of Will, see separate order executed _____.

ORDER OF INFORMAL APPOINTMENT

IT IS HEREBY ORDERED that the above Application for Appointment be granted upon the filing of an appropriate bond, if applicable, and upon the signing of the Qualification and Statement of Acceptance of appointment.

Bond

- Fiduciary Bond in the amount of \$ _____
- Bond not required for Personal Representative nominated by Will
- Bond not required as Personal Representative is sole heir or sole devisee
- Bond not required as Personal Representative is state agency, bank, or trust company
- Bond waivers filed
- See order dated _____
- Other: _____

Notice to Creditors

- Required
- Not Required

Executed this _____ day of _____, 2_____.

, Probate Court Judge

For formal appointment of Personal Representative, see separate order executed _____.

QUALIFICATION AND STATEMENT OF ACCEPTANCE

I accept this appointment and agree to perform the duties and discharge the trust of the office of Personal Representative of this estate. I further submit personally to the jurisdiction of the Court in any proceeding relating to the Estate.

Signature: _____

Print Name: _____

Address: _____

Telephone (Work): _____

(Home): _____

(Cell): _____

Email: _____

Signature: _____

Print Name: _____

Address: _____

Telephone (Work): _____

(Home): _____

(Cell): _____

Email: _____

*Attorney: _____

Address: _____

Telephone: _____

Email: _____

***By completing this information, attorney is designated as attorney of record for assisting Personal Representative until proper withdrawal.**

STATE OF SOUTH CAROLINA)

IN THE PROBATE COURT

COUNTY OF UNION)

INVENTORY AND APPRAISEMENT: PROBATE PROPERTY

ORIGINAL

SUPPLEMENTARY, AMENDED OR CORRECTED #

(must restate the unchanged information from the original Inventory)

IN THE MATTER OF:)

CASE NUMBER: 20____ - ES - 44 - _____

(Decedent))

File the original Inventory and Appraisal with the Probate Court within ninety (90) days following the fiduciary appointment. A copy shall be sent to each interested person who has demanded it. A Proof of Delivery must be filed with the Court. The gross fair market value of all probate assets, regardless of location (whether in this state or elsewhere), should be listed as of the date of death. Continue on additional sheets if necessary. A Supplementary, Amended, or Corrected Inventory should be utilized for correcting, adjusting or adding to an original inventory, and *must restate the unchanged information from the original Inventory*. A qualified and disinterested appraiser may be employed to ascertain the value of any asset. If an appraiser is employed, his/her name and address must be indicated with the item or items he/she appraised.

RECAPITULATION

Schedule A - Real Estate	\$ _____
Schedule B - Stocks and Bonds.....	\$ _____
Schedule C - Notes Due Decedent and Cash.....	\$ _____
Schedule D - Insurance on Decedent's Life - Payable to the Estate.....	\$ _____
Schedule E - Jointly Owned Property	NA
Schedule F - Other Miscellaneous Assets.....	\$ _____
Schedule G - Transfers During Decedent's Life Payable to the Estate.....	\$ _____
Schedule H - Powers of Appointment Payable to the Estate	\$ _____
Schedule I - Annuities and Retirement Accounts Payable to the Estate.....	\$ _____

TOTAL GROSS VALUE OF PROBATE ESTATE \$ _____

ENCUMBRANCES ()

TOTAL NET WORTH OF PROBATE ESTATE / PROBATE ESTATE VALUE \$ _____

The undersigned, being sworn, states: That the following schedules contain a complete and accurate inventory and appraisal of all probate real and personal property of this estate so far as the undersigned is informed; that he/she has estimated and/or appraised all listed property at its fair market value, according to the best of his/her knowledge and ability.

SWORN to before me this _____ day of _____, 20_____.

Personal Representative

Signature: _____
Print Name: _____
Address: _____

Notary Public for South Carolina
My Commission Expires: _____

Telephone (Work): _____
(Home): _____
(Cell): _____
(Email): _____

Co-Personal Representative

Signature: _____
Name: _____
Address: _____

Attorney: _____
Address: _____
Telephone: _____
Email: _____

Telephone (Work): _____
(Home): _____
(Cell): _____
(Email): _____

(If none, so state)

A. REAL ESTATE in Decedent's name alone or tenants in common (not as joint with right of survivorship). Describe each property by listing its full address, tax map number, deed book and page and description consistently (house, lot, buildings, acreage). Also list oil / mineral rights and time shares, if it is real property. If the property is encumbered, list the full fair market value of the property here and the encumbrance on Encumbrance section below	% Owned by Decedent	Fair Market Value of Decedent's Interest
1.		
2.		
3.		
B. STOCKS, BONDS in Decedent's name alone or tenants in common (not as joint with right of survivorship). List each type of security and number of shares.		
1.		
2.		
3.		
C. CASH, BANK ACCOUNTS, NOTES RECEIVABLES in Decedent's name alone or as tenants in common. List each separate account type and institution and the last two digits of each account. List all bank accounts owned by Decedent alone or as tenants in common (checking, savings, CDs, money market, brokerage, employment bonus, cash award, final paycheck etc.), cash on hand, notes payable to Decedent, and survival action proceeds.		
1.		
2.		
3.		
D. LIFE INSURANCE payable to the Decedent's estate.		
1.		
2.		
E. JOINTLY OWNED PROPERTY – REPORTING IS NOT REQUIRED		N/A
F. ALL OTHER MISCELLANEOUS PERSONAL PROPERTY in Decedent's name alone or as tenants in common. List below any tangible personal property, including household goods & furnishings, vehicles, boats/motors/trailers, mobile homes that are not de-titled (Include year/make/model/VIN, if applicable), airplanes, equipment, interest in a partnership or unincorporated business, articles or collections having either artistic or intrinsic value, including coins, guns, artwork, jewelry, etc., and any other miscellaneous probate items not listed elsewhere, including any digital assets		
1.		
2.		
3.		
4.		
G. TRANSFERS DURING DECEDENT'S LIFE PAYABLE TO ESTATE ONLY Any transfers intended to take effect at death if payable to the Estate shall be reported. A trust created by Decedent in which income for life was retained by the Decedent, power to revoke or other incidents of ownership retained by the Decedent, lifetime transfers of real property in which Decedent retained life estate, etc.		
1.		
2.		
H. POWERS OF APPOINTMENT PAYABLE TO THE ESTATE ONLY List property, both real and personal, over which Decedent possessed a Power of Appointment whether testamentary or otherwise, if such property is payable to the Estate.		
1.		
I. ANNUITIES AND IRA, ETC. PAYABLE TO THE ESTATE ONLY List any annuities or retirement accounts owned by the Decedent and payable to the Estate.		
1.		
2.		

TOTAL PROBATE ESTATE VALUE

\$ _____

ENCUMBRANCES (e.g., mortgages, liens, judgments, etc., but not general debts of the estate).

List debts of the Decedent secured by assets on the above schedule and describe the debt and the specific asset encumbered.

1. _____
2. _____

TOTAL ENCUMBRANCES

\$ _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF UNION)
)
IN THE MATTER OF:)
)
_____)
(Decedent))

IN THE PROBATE COURT

**RENUNCIATION OF RIGHT TO ADMINISTRATION
AND/OR NOMINATION AND/OR WAIVER OF BOND**

CASE NUMBER: _____

By renouncing my right to serve as Personal Representative, I am informing the Court that I do not want to be the Personal Representative to administer the estate. **I am not giving up any interest in the estate or inheritance rights by signing this document.**

The undersigned hereby (check all that apply):

- renounces his/her right to serve as Personal Representative of the above-captioned estate.

- renounces his/her right to serve as Personal Representative of the above-captioned estate so long as the following nominee serves as Personal Representative:

Name: _____
Address: _____

- agrees to waive bond for the person(s) nominated above.

I understand this is effective only to the extent the law allows for nomination and waiver of bond.

Executed this ____ day of _____, 20____.

SWORN to before me this _____ day of _____, 20____

Notary Public for South Carolina
My commission expires: _____

Signature: _____
Print Name: _____
Address: _____

Telephone (Work): _____
(Home): _____
(Cell): _____
Email: _____
Relationship to Decedent/Estate: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF UNION)
)
IN THE MATTER OF:)
)
_____)
(Decedent))

IN THE PROBATE COURT
IN RE: NOTICE TO CREDITORS
CASE NUMBER: _____

To the Personal Representative Applicant:

State Law requires that you, as Personal Representative, publish a Notice to Creditors in a newspaper of general circulation in the county in which the decedent resided at the time of his/her death. Union County has two newspapers that the notice can be published in. The notices run once weekly for three consecutive weeks. The fees are listed below. Please check the newspaper that you wish to use during this administration and sign on the Personal Representative line.

_____ The Union Times	\$15.00
_____ Union County News	\$14.00

Personal Representative

Co- Personal Representative
(If Applicable)

STATE OF SOUTH CAROLINA)
)
COUNTY OF UNION)
)
IN THE MATTER OF:)
)
_____)
)

IN THE PROBATE COURT
INTESTATE HEIRS GUIDE

Answer all questions completely and honestly. Even if there is a family member that has no contact, or is in jail, or if the decedent did not like or acknowledge the person, he or she must still be listed.

1. DECEDENT'S NAME: _____

2. Did the Decedent have a spouse? If so, spouses Name: _____

- 2A. If the Decedent had a spouse, did the spouse survive the Decedent? Yes _____ No _____

3. Did the Decedent have any surviving children (natural, adopted, outside of marriage)? If so, list their names below:

4. Did the Decedent have any deceased children (natural, adopted, outside of marriage)? If so, list their names below:

5. Did any deceased children of the Decedent have children? If so, list their names below: (If one of these children is deceased list the names of any of their children)

*If any of the above named persons are living, **STOP HERE**. All of these persons that are listed above and alive are heirs to the estate. If none of the above named persons are alive, only then, continue to the next section:*

6. Are the Decedent's parents still living? If so, list surviving parents' names:

*If there are surviving parents, **STOP HERE**. The surviving parents are the intestate heirs. If there are no surviving parents, only then, continue to the next section:*

7. Did the decedent have any brothers or sisters? If so, list their names below:

8. Did the decedent have any deceased brothers or sisters? If so, list their names below:

9. Did any deceased brothers or sisters of the Decedent have children? If so, list the names of the deceased sibling's children: (If one of these children is deceased list the names of any of their children)

*If there are and surviving siblings, nephews/nieces, great-nephews/great-nieces, etc. listed in questions 7-9, **STOP HERE**. These persons are the intestate heirs. If there are no surviving persons in questions 7-9, only then, continue to the next section:*

10. Are the Decedent's grandparents still living? If so, list surviving grandparents' names:

*If there are surviving grandparents, **STOP HERE**. The surviving grandparents are the intestate heirs. If there are no surviving grandparents, only then, continue to the next section:*

11. Did the decedent have any aunts or uncles (children of the grandparents)? If so, list their names below:

12. Did the decedent have any deceased aunts or uncles (children of the grandparents)? If so, list their names below:

13. Did any deceased aunts or uncles (children of the grandparents) of the Decedent have children? If so, list the names of the deceased aunts or uncles children: (If one of these children is deceased list the names of any of their children)

*If there are and surviving aunts, uncles, cousins, etc. listed in questions 11-13, **STOP HERE**. These persons are the intestate heirs. If there are no surviving persons in questions 11-13, only then, continue.*

14. Using an additional sheet, list the great grand-parents, and all their children, if any are deceased, continue down with his or her children, until a living descendant is found. If a person is living, do not list their children. All these living persons are heirs to the estate.

If there is no heir to be found in item 14, the property will then revert to the State of South Carolina.