



MELINDA DICKERSON HETZEL
COMMISSIONER OF ACCOUNTS

COMMISSIONER'S OFFICE
CIRCUIT COURT OF LOUDOUN COUNTY

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TO: EXECUTOR OR ADMINISTRATOR;

You have just qualified before the Clerk of the Circuit Court of Loudoun County to act as an Executor or an Administrator for an Estate. As Commissioner of Accounts for the Loudoun County Circuit Court, it is my responsibility to oversee your actions as an Executor or Administrator. This means that you must file certain probate documents with my office for my review and my approval. After my approval, these documents are filed with the Clerk and become a part of the Court's public records.

As an Executor or Administrator, you are undertaking a serious responsibility and I very strongly want to emphasize the importance of you understanding and carrying out your Executor or Administrator duties in a timely and competent manner as set forth under Virginia law. For information on probate matters you should consult Title 64.2 of the Virginia Code. You can find this information via the web at <http://legis.state.va.us/>. I urge you to review and become familiar with the appropriate Code sections before you begin your administration.

If you have any hesitation about your ability to perform your Executor or Administrator responsibilities, I strongly suggest that you employ an attorney to assist you. Although not required, consulting a probate attorney can help you avoid major problems and may save you time and money in the long run. Keep in mind that neither the Clerk nor the Commissioner of Accounts can give you legal advice, nor is it the responsibility of my office to prepare an accounting for you.

The Instructions and Duties that were given to you at the time of your qualification by the Clerk provide an overview of various aspects of Executor or Administrator administration. They are provided as a courtesy by the Clerk and the Commissioner of Accounts and are intended for general informational purposes only.

If you have any questions, please contact my office and we will be happy to assist you in any way we can.

Melinda Dickerson Hetzel
Commissioner of Accounts