

## How To File a Will

1. Bring the original will. This document stays in the probate office, so you should make a copy for yourself before arriving. If you don't have access to a copier, we can do that for you for a fee.
2. Bring a copy of the death certificate. If it's not available, then make sure you have the social security number and the date of death.
3. Bring the addresses of all heirs.
4. Allow about 30 minutes for your initial visit.

### Remember:

1. All typed wills require two witnesses.
2. A will should have an affidavit of witnesses attached. (This is merely where the two witnesses have signed in front of a Notary Public, and the Notary also puts his signature on it to certify it.) If not, then the two witnesses must appear in person at this office. If they aren't living or can't be found, then two people must appear in person at this office to guarantee the signature is authentic.
3. A "holographic" will (another word for handwritten) requires two people to appear in person at this office to guarantee the handwriting and signature are authentic.
4. If a will is probated in another state but refers to real estate in Wood County, you must bring an authenticated copy of the will from the original county/state where it was probated.
5. When there's no will, the person qualifying as administrator must post a bond. For surety on the bond, he or she will need a corporate surety bond (an insurance company) or West Virginia property owners can encumber their own real estate as bond.