**PERSONAL REPRESENTATIVE CHECKLIST**

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|  | Provide full contact information to Mitchellweiler Law Corporation |
|  | Send completed Probate Questionnaire to Mitchellweiler Law Corporation |
|  | Obtain certified copies of death certificate |
|  | Obtain original estate planning documents: Wills, Trusts, Codicils, Amendments to Trust |
|  | Review and sign Petition for Probate, Duties and Liabilities, Proposed Letters |
|  | Forward bank statement(s) to Mitchellweiler Law Corporation every month |
|  | Prepare and file tax returns |