

## To Executors, Administrators, Guardians and Committees:

Please bear in mind the following facts:

1st.—As soon as possible after taking charge of an estate, get a complete inventory and file with the record in the Office of the Judge of Probate.

2nd.—If an Executor or Administrator, the Court will furnish blanks for having the estate appraised, which should be done within 30 days from time of appointment. If there are any items that should be sold, the Court will advise you as to the necessary steps, time to advertise, etc.

3d.—Unless you are a good bookkeeper, it is very important that you deposit every item of money coming into your hands in some bank or banks, and pay all claims, etc., by check. By doing this you will have no trouble in keeping the account in balance.

4th.—To be on the safe side, it is important that NO claims filed against the estate be paid until the estate has been closed for at least one year, and a legal notice published calling for claims. This rule need not be strictly followed where there is NO question about the estate being able to pay all claims in full.

5th.—Your attention is called to Sections Nos. 3648 and 3649 of the Code. You will note that you must annually while an estate is in your hands make a return, or accounting, to the Probate Court. This must not be overlooked, as the Law says you shall be entitled to any commissions should you neglect to make such return.

6th.—Do not attempt to make any distribution of the estate in your hands until you have petitioned the Court for a final settlement, and a day has been set for such settlement. Otherwise, you may be liable for any claims that might be filed at a later date.

7th.—If an Executor or Administrator, and the estate in your hands is in condition to be wound up, do not keep it open longer than one year if possible. It is not fair to the heirs, creditors, or bondsmen (if any), and you should ask for final settlement and discharge as soon as the year is up if the estate can be settled.

### A WORD TO BONDSMEN.

Let me say a word to people who sign personal bonds for Administrators, Guardians and Committees: Do not sign a bond for a friend unless you do so with the understanding that you will be called on to make any shortage in the account good if breach of trust is committed, or any misappropriation is made. Do not feel that it is only a "matter of form," and that your signature is unnecessary to make it such. Also when you have signed a bond, see that the person whose bond you have signed makes proper accounting to the Court as provided by law so that you will know the status of his accounts should you wish.

Probate Court, Greenville County.