

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 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 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 you in some bank or banks, and pay all claims, etc., by check. By doing this you will have no trouble in keeping the accounts in balance.

4th.—To be on the safe side, it is important that NO claims filed against the estate be paid until the estate is settled for at least one year, and a legal notice published calling for claims. This rule need not be strictly followed if 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 the estate is in your hands make a return, or accounting, to the Probate Court. This must not be overlooked, as the Law says you are 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 settlement, and a day has been set for such settlement. Otherwise, you may be liable for any claims that might be filed after the 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 more than one year if possible. It is not fair to the heirs, creditors, or bondsmen (if any), and you should ask for final 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 accounts of trust if trust is committed, or any misappropriation is made. Do not feel that it is only a "matter of form," and that you are not necessary to make it such. Also when you have signed a bond, see that the person whose bond you have signed makes an accounting to the Court as provided by law so that you will know the status of his accounts should you wish.