

Form CC-1686 Instructions

Notice to Creditors Regarding Estate

Using This Revisable PDF Form

1. Prepared by personal representative of the estate of the deceased person upon qualification.
2. Attachments –
 - a. Attach as many pages as needed to list the persons who were mailed or delivered a copy of the notice as required by Virginia Code § 64.2-508.1 (see element no. 7).
 - b. Attach as many pages as needed to provide the date and signature of each personal representative of the estate of the deceased person (see element nos. 14-17).

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Data Elements

1. Estate number assigned by court.
2. Name of decedent (person who passed away).
3. Date of decedent's death.
4. Name of circuit court where the personal representative qualified.
5. Mailing address of the circuit court clerk for the court in which the personal representative qualified.
6. Name and address of each person that will receive this notice (all persons/creditors having a claim against the decedent).
7. Name, address and telephone number of the personal representative of decedent's estate. Attach additional pages to provide this information, if needed.
8. Date form completed.
9. Name of personal representative of decedent's estate.
10. Signature of personal representative of decedent's estate.

NOTICE TO CREDITORS REGARDING ESTATECommonwealth of Virginia
Va. Code § 64.2-508.1Court File Number **1****ESTATE OF** **2**(who died on **3**)..... **4** Circuit Court..... **5**
CIRCUIT COURT CLERK'S MAILING ADDRESSTO: **6**

All persons having a claim against the decedent shall present such claim to the personal representative on or before the latter of (i) at least six months from the date of the first publication of this notice or (ii) 90 days after the personal representative mails or otherwise delivers a copy of this notice.

Unless a claim is timely presented to the personal representative, the liability of the personal representative or his surety for such claim shall not exceed the assets of the decedent remaining in the possession of the personal representative and available for application to the claim pursuant to § 64.2-528 at the time a demand for payment of such claim is presented to the personal representative.

A claim against the decedent pursuant to § 64.2-508.1 shall be in writing and state the amount or item claimed or other relief sought, the basis for the claim, and the name and address of the claimant. Such claim shall be presented either:

- (1) By delivery in person or by mailing, registered or certified mail, return receipt requested, to the personal representative. Such claim shall be deemed to have been presented at the time of delivery in person to the personal representative or agent for the personal representative when the return receipt is signed by the personal representative or agent for the personal representative or when the writing, either in person or mailed, is refused by the personal representative or agent for the personal representative; or
- (2) By filing with the commissioner of accounts pursuant to § 64.2-552. Such claim shall be deemed to have been presented to the personal representative on the date of such filing.

The name, address and telephone number of the personal representative of the will is:

..... **7** **8**
DATE..... **9**
NAME..... **10**
SIGNATURE