

**IN THE PROBATE COURT OF HOUSTON COUNTY
STATE OF GEORGIA**

IN RE: _____)
_____) **ESTATE NO.** _____
DECEASED _____)

To the Honorable Judge of the Probate Court:

The petition of _____, whose mailing address is _____, respectfully shows to the court:

1.

On _____, _____ whose place of domicile was _____ died. Sufficient proof of such death is submitted herewith in the following form(s): () certified copy of death certificate; () copy of obituary published in the _____ newspaper); () order of funeral service from a local church, synagogue, temple, mosque or funeral home; () written statement from funeral home in possession of the bodily remains of decedent; () written confirmation of death from coroner, hospital, or skilled care nursing facility; or () (other) _____

2.

The decedent had contracted the use of the following safe deposit box(es) at following financial institutions located in the State of Georgia:

Financial Institution	Address	Box No(s).
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3.

Petitioner, whose relationship to decedent is _____, desires to open and examine the contents of such safe deposit box(es) and to have delivered to the appropriate person(s) or entity(ies) certain contents thereof in accordance with Georgia law.

WHEREFORE, Petitioner prays that an Order issue directing the above named financial institution(s) to permit Petitioner to open and examine the contents of such safe deposit box(es) in the presence of an officer of the financial institution, and, if requested by Petitioner, directing such financial institution(s):

(1) To remove from any safe deposit box any writing purporting or appearing to be a Last Will and Testament of the decedent and to deliver same to this Court;

(2) To remove from any safe deposit box any writing purporting to be a deed or permit to a burial or cemetery plot or to give burial instructions and to deliver same to Petitioner;

(3) To remove from any safe deposit box any insurance policy or policies on the life of the decedent and to deliver same to the beneficiary named in each such policy; and

(4) Within five banking days after a copy of this Order is presented, to permit Petitioner, the presence of an officer of the financial institution, to inventory the contents of any safe deposit box, which inventory shall be reduced to writing signed by the Petitioner and the officer of the financial institution in whose presence same was taken, a copy of which shall be retained by the financial institution and a copy of which may be filed with this Court.

Sworn to and subscribed before me this

_____ day of _____, 20__

NOTARY/CLERK OF PROBATE COURT

My Commission Expires: _____

Signature of Petitioner

Printed Name of Petitioner

Address: _____

Telephone: _____

IN THE PROBATE COURT OF HOUSTON COUNTY

STATE OF GEORGIA

IN RE: _____)
DECEASED _____) ESTATE NO. _____

ORDER OF COURT

Upon consideration of the within and foregoing petition, it appearing to the Court that satisfactory proof of death of the named decedent has been presented by Petitioner,

IT IS, THEREUPON, ORDERED AND ADJUDGED that each of the financial institutions named in the petition shall, upon presentation by the Petitioner of a certified copy of this Order, permit the Petitioner, _____, to open and examine, in the presence of an officer of the financial institution, the contents of any safe deposit box(es) at such financial institution leased in the name of _____ decedent, or to which the decedent had sole access at the time of the death of the decedent, and

IT IS FURTHER ORDERED that, if requested by Petitioner, each such financial institution shall:

- (1) Remove from any safe deposit box any writing purporting or appearing to be a Last Will and Testament of the decedent and shall deliver same to this Court;
(2) Remove from any safe deposit box any writing purporting to be a deed or permit to a burial or cemetery plot or to give burial instructions and shall deliver same to Petitioner;
(3) Remove from any safe deposit box any insurance policy or policies on the life of the decedent and shall deliver same to the beneficiary named in each such policy; and
(4) Within five banking days after a copy of this Order is presented, permit Petitioner, in the presence of an officer or employee of the financial institution, to inventory the contents of any safe deposit box, which inventory shall be reduced to a writing signed by the Petitioner and the officer or employee of the financial institution in whose presence same is taken, a copy of which shall be retained by the financial institution and a copy of which shall be promptly filed with this Court by the financial institution or the Petitioner.

SO ORDERED this _____ day of _____, 20_____.

Judge of the Probate Court

**INVENTORY OF SAFE DEPOSIT BOX
PURSUANT TO PROBATE COURT ORDER**

Financial Institution: _____

Safe Deposit Box No(s). _____

Decedent: _____

In compliance with Order of the Probate Court of Houston County, dated _____, the Petitioner, _____, and I, _____, as the authorized officer or employee of the above-named financial institution, did on the date shown below, **in each other's presence**, enter the safe deposit box(es) shown above and did perform an inventory of the contents thereof, which consisted of the following described items(list and briefly described contents):

(Attach additional sheets or copies of this page if needed).

No items found in the safe deposit box(es) were removed therefrom, **except** (indicate any items removed and identify the person to whom same were delivered):

(_____) A writing purporting or appearing to be a Last Will and Testament of the decedent, which was delivered by the financial institution to the Probate Court of Houston County.

[NOTE: Do NOT deliver a purported will to the petitioner. It is the responsibility of the financial institution to delivery same to the probate court.]

(_____) A writing purporting to be a deed or permit to a burial or cemetery plot or appearing to give burial instructions, which was **delivered to Petitioner**.

(_____) The following insurance policy/policies on the life of the decedent were delivered to the beneficiaries named in each such policy, as noted:

Company, Policy Number, and Face Amount

Beneficiary Receiving Policy

A copy of this Inventory will be filed by the (_____) petitioner or by the (_____) financial institution with the Probate Court of Houston County within three (3) days after this date.

Date: _____

Petitioner

Officer/Employee of Financial Institution