

OFFICE OF THE FIDUCIARY SUPERVISOR

Jackson County Courthouse
P. O. Box 800
Ripley, West Virginia 25271

Phone (304) 373-2218 or (304)373-2254
Fax (304) 372-2079

Email matthew.taylor@jacksoncountywv.com
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For transfer of probate real estate/mineral interest/royalty interest situate in Jackson Co. WV but the decedent's residence was another county in West Virginia, please follow the guidelines below to purchase the following documents from the County Clerk's office where the decedent's estate was probated:

IF ESTATE WAS FILED AS A SMALL ESTATE YOU WILL NEED THESE DOCUMENTS:

1. Certified Copy of ****Death Certificate** (an Original can also be used) *Recording fee is \$5.00*
2. Certified Copy of **Small Estate Affidavit** (Testate – which MAY include the Will attached to the Affidavit OR Intestate – no Will at all) *Recording fee \$12.00 IF 5 pages or less*
3. Certified Copy of Will (IF NOT ALREADY RECORDED WITH THE SMALL ESTATE AFFIDAVIT TESTATE) *Recording fee \$12.00 IF 5 pages or less*

IF ESTATE WAS FILED AS REGULAR PROBATE YOU WILL NEED THESE DOCUMENTS:

1. Certified Copy of ****Death Certificate** (an Original can also be used) *Recording fee is \$5.00*
2. Certified Copy of ****Application of Fiduciaries** (may be known as the Heirs List) *Recording fee \$12.00 IF 5 pages or less*
3. Certified Copy of ****Will** (if applicable) *Recording fee \$12.00 IF 5 pages or less*
4. Certified Copy of ****Appraisal** (Form ET6.01) *Recording fee \$12.00 IF 5 pages or less*
5. Certified Copy of ****Final Settlement** (an Affidavit & Waiver of Final Settlement AKA Short Form Settlement or a Report of Receipts, Disbursements, Distribution AKA Long Form or Proposed Settlement) *Recording fee \$12.00 IF 5 pages or less*

****all these documents (unless using an original death certificate) should have a book and page number as proof that they were recorded in the county of probate and have been certified by the county clerk's office/with embossed seal****

Once you have those documents, you may first choose to scan them to my email OR fax them to our office (shown above) to confirm they are correct/certified etc. and to confirm the recording fees.

You must mail or bring in the documents for recording after confirmation from our office (electronic filing is not acceptable for probate documents).

- a.) IF YOU BRING IN ALL DOCUMENTS AND FEE (*fee is payable to Jackson County Clerk*), please note we close for lunch from Noon to 1pm.
- b.) IF YOU MAIL ALL DOCUMENTS & FEE (***fee is payable to Jackson County Clerk*): JACKSON COUNTY FIDUCIARY SUPERVISOR, PO BOX 800, RIPLEY WV 25271. ***if paying by credit or debit card, please indicate this with the documents you are sending, along with a valid contact phone number. A convenience fee starting at \$2.00 would be added to the recording fees.***
- c.) When applicable, a transfer report will be sent by our office to the Assessor's office to remove the decedent(s) name and replace with heirs-at-law (or beneficiaries if following a will).

****Please note that any royalty interest/gas well leases cannot be transferred from our office to the Assessor's office.** You must personally contact the oil & gas company and follow their instructions for proper & complete transfer. If you need the number to an oil & gas company, you may ask *your* County Assessor's office OR Jackson County Assessor's office at 304-373-2240**.