

Commonwealth of Massachusetts
Bristol County Probate & Family Court



Gina L. DeRossi
Register of Probate

VOLUNTARY ADMINISTRATION STATEMENT

Use these instructions ONLY if:

- ✓ Decedent (the person that has passed away) was a resident of Massachusetts according to their death certificate; **AND**
- ✓ You are a person “interested” in the decedent's estate. An “interested person” is defined in M.G.L. c. 190B § 3-1201 and § 1-201(24). You should refer to the referenced law and/or consult an attorney to determine if you are an “interested” person; **AND**
- ✓ Decedent's estate consists ONLY of personal property (no real estate); **AND**
- ✓ The total value of the decedent's estate is not more than \$25,000.00 (excluding one car owned by the decedent); **AND**
- ✓ There is NO *Formal* or *Informal Petition* seeking appointment of a Personal Representative that has been filed in Massachusetts; **AND**
- ✓ At least 30 days have passed from the date of the decedent's death.

STEP 1: COMPLETE THE FORMS: Fill out all forms completely using permanent black ink. You may also complete the forms on line at www.bristolcountyprobate.com.

In ALL cases you must fill out the following forms:

- ✓ **VOLUNTARY ADMINISTRATION STATEMENT**
 - Information about the Decedent is the deceased person's full name, possible alias and their domicile at death.

- Information about the Petitioner is your full name, address, phone number and relationship to the Decedent.
- You must check off the box that applies to your filing in paragraph #5.
- You must check off the box in paragraph #6 and do what is asked.
- You must complete paragraph #8 by listing every asset of the Decedent's estate and its estimated value.
- You must list the names and addresses of all people who were joint owners of property with the Decedent, any heirs and devisees. [See MGL c. 190B, §§ 2-201 through 2-114].

IMPORTANT: **With the above documents, you MUST file the ORIGINAL WILL (if one exists) and a CERTIFIED DEATH CERTIFICATE.**

STEP 2: COPIES: Make a copy of all completed forms. Assemble the copies so that you have 2 COMPLETE PACKETS OF THE FORMS – the originals and the copies. Keep the copies for yourself. You may have to make additional copies from these copies in the future.

STEP 3: FILE THE PAPERS: Deliver or mail the original documents to the Registry of Probate for processing at 40 Broadway, Suite 240, Taunton, MA 02780.

INCLUDE THE FEE: There is a filing fee of **\$115.00**.

The fee may be payable by money order or personal check to the Registry of Probate. If the documents are filed in person at the Probate & Family Court Registry at 40 Broadway, Suite 240, Taunton, MA, you may also pay by cash or major credit card.

STEP 4: DIVISION OF MEDICAL ASSISTANCE: Copies of the Voluntary Administration Statement and Death Certificate must be sent by certified mail to the Division of Medical Assistance, Estate Recovery Unit, P.O. Box 15205, Worcester, MA 01615-9906.

STEP 5: RECEIVE A NOTICE FROM THE COURT: Once you have filed the appropriate paperwork with the Registry you will receive an *Attested Copy* of the Statement. This *Attested Copy* is the ONLY document you will receive from the Court relating to the filing of the Statement.

Please be advised that the information in this pamphlet is provided as a service of the Bristol County Probate & Family Court Registry and does not constitute legal advice which can only be given to you by an attorney.

Bristol County Probate & Family Court Registry
 40 Broadway, Suite 240
 Taunton, MA 02780
 (508) 977-6040

www.BristolCountyProbate.com