## **Exhibit "A"**

## IN THE PROBATE COURT OF <u>FULTON</u> COUNTY STATE OF GEORGIA

STATE OF GEORGIA	
IN RE: ESTATE OF	
Common Anthony Chicator	ESTATE NO. PC-2024-002582
George Anthony Chister , ) DECEASED )	ESTATE NO. <u>1C-2024-002302</u>
LETTERS OF ADMINIST (Bond, inventory and returns	
At a regular term of probate court, this Court granted an or to qualify as administrator(s) of the above-named deceden the time of his or her death or was domiciled in another sta at the time of his or her death, and that upon so doing, lette personal representative(s).	t, who was domiciled in this County at ate but owned property in this county
THEREFORE, the said administrator(s), having ta with all necessary prerequisites of the law, is/are legally a and exercise all powers of personal representatives(s), acc	uthorized to discharge all the duties
IN TESTIMONY WHEREOF, I have hereunto aff probate court of said county and the seal of this office this	fixed my signature as judge of the a <u>23<sup>rd</sup></u> day of <u>April</u> , 20 <u>25</u> .
Kenya	MMM. Johnson of the Fulton County Probate Court
NOTE: The following must be signed if the Judge does not sign the original of this document:	
Issued by:	
Clerk of the Probate Court	(Seal)
	FULTON E
(CEE INCEDITOTION)	NICO CO

## **INSTRUCTIONS**

- 1. An inventory of the estate must be filed with this Court by the Administrator within six months after these letters are issued, and, subject to Instruction 9 of these instructions, a copy of that inventory must be delivered to the sui juris heirs by First-Class Mail within the same period.
- 2. Within 60 days after these letters are issued, notice must be given once a week for four weeks by advertisement in the official newspaper in this county in which the petition is made, requiring creditors of the estate to render in their demands.
- 3. Unless a different accounting period has been approved, within 60 days after the anniversary date of issuance of these letters, in each and every year, every administrator must make a just and true account, under oath, of his or her receipts and expenditures on behalf of the estate during the preceding year, together with a note or memorandum of any other fact necessary to the exhibition of the true condition of the estate. The vouchers showing the correctness of each item must be retained by the Administrator. Subject to Instruction 9 of these instructions, a copy of each such return must be delivered to the sui juris heirs by First-Class Mail within the same period.
- 4. At least once in each and every year, every administrator must prepare a statement of his or her receipts and expenditures on behalf of the estate during the preceding year. Subject to Instruction 9 of these instructions, a copy of each such statement must be delivered to the sui juris heirs by First-Class Mail within the same period.
- 5. The administrator is allowed six months from the date of his or her qualification to ascertain the condition of the estate, during which he or she is exempt from suit. The administrator should collect all debts due the estate, and pay the debts of the estate, wholly or in part, at the end of the six-month period. Payment of the debts of the decedent shall be made in accordance with their rank in priority as provided in O.C.G.A. §53-7-40.
- 6. The administrator may continue the business of the decedent for the current year without a court order.
- 7. The normal commissions allowed the administrator are two and one-half percent of all sums of money received, and a like commission on all sums of money paid out. In addition, the judge of the probate court may allow a commission of up to three percent of the value of all property distributed in kind. There are special rules concerning commissions on interest earned and extra compensation.
- 8. After the payment of all expenses of administration and other debts, the balance of the estate shall be promptly distributed to the heirs. The administrator must then make a final return, showing the receipts and disbursements since the last annual accounting. Subject to Instruction 9 of these instructions, a copy of the final return must be delivered to the sui juris heirs by First-Class Mail at the time of filing same.
- 9. It shall not be necessary for the administrator to mail copies of any annual returns, the final return, or any statements of receipts and disbursements to any heir who has individually waived in writing the right to receive copies of same unless and until such waiver is revoked in writing.
- 10. For further information, see O.C.G.A. Title 53, Chapters 6 & 7.